Student Technology Fee Request For 20-21 Funding Cycle

About the Student Technology Fee

The UW Bothell Student Technology Fee Committee defines technology as enhancing and improving the quality of student learning through technology services and equipment such as (but not limited to):
- Electronics (e.g. Televisions, computers, VCR/DVD player, cameras, etc.)
- Software
- Computing systems
- Mechanical engineering (dealing with machines)

Things to Note

- Funding decisions will be based on the benefits provided to the student body.
- The UW Bothell Student Technology Fee Committee will not fund equipment that is required for course instruction.
- Immediate exclusions that will not be funded: furniture, consumable equipment or recurring maintenance, salaries for full-time or part-time staff or students, or wireless networking beyond the University’s central deployment.

Infrastructure

The Student Technology Fee Committee will fund initial infrastructure costs (that aid in supporting the technology) from the wall out. Wall mounts and cable installations are examples of infrastructure that would be funded by the committee. There are certain infrastructure costs that the STFC will not fund, such as core drilling or livening ports.

Insurance Disclaimer

Most tangible items over $2,000 with a useful life of one year or more are considered equipment. Insurance is required for these items and is not fundable by the STFC, even if the items are.

Proposal Requirements

Proposals must:
1. Show that the primary benefit is to students
2. Include a summary of student input
3. Provide a long-term plan for operation
4. Address issues of student access

Final Notes

If you are unsure if your application will qualify based on the definitions of Infrastructure and Technology, we still would encourage you to submit the application. We also recommend that you refer to our bylaws prior to submitting the application.

Please use this worksheet to prepare your proposals. All proposals will need a signed copy of the "Letter of Consideration" for both IT and Facilities. STFC suggests that proposals be reviewed by Dan Sullivan of Facility Services (2-3777; sullid@uw.edu), Adri MacArthur of IT(sanchea2@uw.edu) and Megan DeVeau of Fiscal & Audit Services (goodem@uw.edu) before being submitted. We recommend that you give these departments two weeks to review your proposal before you submit your application.
Email address *

terryh@uw.edu

1. Proposal Title *

Year 2 of Mobile App

2. Shortened/Abbreviated Proposal Title (this is just for making it easier to organize the files)

Mobile App 2023

3. Contact Person *

Terry Hill

4. Email *

terryh@uw.edu

5. Phone

425-352-5266
This has been a desire of students for quite some time. Orientation & Transition Programs will launch a campus app that will focus on new students in 2021-2022 year. After that point it will roll out to the rest of campus.

Orientation & Transition Programs year 1. Future years will be supported by Student Affairs or other campus department.
11. Name of Staff/Faculty Contact Person from department *

Terry Hill

12. What kind of support will you be receiving from this department? Check all that apply (It's best if you have a plan for all of these): *

- Management of the item(s)
- Maintenance of the item(s)
- Security of the item(s)
- Replacement of the item(s) in the event that it is stolen or broken
- Cleaning of the item(s)
- Moving the item(s)
- Receiving, storage and surplus of the item(s)

13. What is the department's plan for overseeing and maintaining the requested technology? *

OTP will work with UW IT to make sure that we have proper data security and privacy agreements in place. Software and technical support will come primarily from vendor.

14. Please submit a letter of confirmation recognizing the responsibility that the department is taking on from the Dean/Director. You can find the form here:

https://drive.google.com/file/d/1dhUIGU5dq2BDkcKMTv-F4-Aint01LaVt/view?usp=sharing *
15. Is this proposal being resubmitted after being previously declined? *

- Yes
- No

16. Is this a request for the long-term account?
(Long-term funds granted must be used within three years)

- Yes
- No

17. Request Submitter has read and understands the STF guidelines
(https://www.uwb.edu/studentaffairs/stfc) *

- Yes

18. Required Consultation *

In order to ensure that equipment funded by the STF is properly maintained and overseen, it is required to be owned by a relevant UWB department or school. Before submitting this proposal, you must consult with the director or dean of a relevant UWB department or school which will take ownership of the equipment/items if funded. For example, IT check-out equipment should be endorsed by UWBIT, equipment installed in the library should be endorsed by the library, etc.

- Yes, I have consulted with a Director or Dean of a Program or School that will be responsible for housing and supporting the proposed technologies.

19. Name of Director or Dean *

Terry Hill
20. Phone Number
425-352-5266

21. Email *
terryh@uw.edu

22. Level of Access for Technologies Requested

- No Restriction: Resource may be used by all UW students. A UW NetID may be required for use.
- Registration Restriction: Resource may be used by all UW students once registered with the resource owner. Note that registration is not an application and may not be denied.
- Appointment Restriction: Resource may be used by all UW students by appointment with the resource owner.
- Priority Restriction: Resource may be used by all UW students, but certain students receive priority or are exempted from registration or appointment requirements.
- Restricted Resource: Resource use is restricted to certain students or an application is required for use.

23. If the level of access is not “No Restriction”, explain why, and what benefit there is in restricting access to the technology:
The first year will primarily focus on new students and OTP will cover the cost of the launch. Year 2 and 3 will be open to all students.
We would like to secure funding to implement a campus smartphone app available to all students. This app would serve the overarching purpose of connecting student to campus engagement opportunities that they want in a format that is user-friendly and mobile.

Benefits of such an app include higher attendance at existing opportunities, assessment on which events are more likely to engage which students, and greater student retention and persistence. Functions should include the ability to see all campus events, RSVP to event organizers and add events to your phone's calendar, customizable push notifications, and integration (via API or otherwise) with existing technology resources (such as Canvas, Presence, and Trumba calendar).

Examples of such tools include Modo Labs, Involvio, and Guidebook. They each may meet our specific needs to a different degree. For example, please view a demo of Modo Labs at https://vimeo.com/288797211 and use password uw18. We would be looking for something with similar or equivalent in functionality.

OTP has agreed to pay to launch a Mobile app for new students in 2021-2022 year if years 2 and 3 will be covered by the STF. In year 1, while the campus app is launched for new students to help orient students to campus, a student committee will be pulled together to help design what years 2 and 3 will look like for all students. The campus app will have persona capability that will allow us to customize the app, based on the population. For example, new students will have a unique user experience that will allow OTP to customize the information in a way that best serves new students and aligns with programs like Advising & Orientation and Welcome Week.

In addition, the campus app will also have the ability to do push notifications to help remind students about events and activities. It will have integrations with a variety of campus resources such as MyUW, Canvas, Campus Well, and Presence.

The campus app can be rolled out to all students at any point, but we will focus primarily on design for all students in year 1. We are not looking to replicate a UWB.edu web page experience, as we want this application to focus on the student experience and be student designed to meet the needs of students. This will also make an excellent project for students interested in mobile app development.

The following mobile apps already exist for UW: https://mobile.uw.edu/ What we are proposing will tie together all of the apps under one location. In addition, it will structured by students for students.
netid authentication will likely be required and we plan to work with UW Bothell IT and Seattle IT to make this happen.

A mobile app would primarily focus on helping students connect to the resources and services that will support their academic goals and social belonging. Students often say that they can't find resources on campus because they don't fully understand the university structure. So many of our students are also first generation and don't know the terminology that university uses to describe services. A mobile app will break down university structures so that it makes information more easily accessed for students.

In addition, this campus app might be a great educational opportunity for students interested in app development. A program at UC Berkeley (https://stc.berkeley.edu/competitions/app-competition) gives student the opportunity to compete each year to develop apps that enhance the student experience there. This could also be a great local industry partnership and sponsorship program.

Such an app would be available to use by all students on their smartphones or tablets. We will also require that it be available by web or desktop app for students without smartphones.

Year 1 will focus on new students and years 2 and 3 will be for all students.

Our goal is to launch a campus app for new students in Winter 2022. All students could see a mobile app launch in as early as fall 2022.
30. Supporting Department Endorsement *
Demonstrate endorsement of the proposal by the supporting department listed above.

OTP is giving full support of this application and plans to pay to fully pay for the launch in the first year. The first year start-up costs estimate will be about $40,000 and fully fund this as an indication of the department's full support.

31. Long-Term Operation Plan and Department Support *
Long-term, the app will be available to all students. The department that will house the app has not been decided. However, Student Affairs has committed to long-term support if there are no other campus units that want to house the application. However, we are committed to making sure the app is student focused and students have a strong voice in the future design of the campus app.

32. Indications for Student Support *
Include a description of why you believe the student body would support this proposal. This could come in the form of student testimonials, surveys, previous usage data, anecdotes, etc.

In a survey just conducted in Spring 2020, only 29% of students believe that they are able to interact effectively with fellow students, and only 33% of students report being engaged and interested in their daily activities. There were many additional concerns about the loss of social connection and difficulty staying engaged. Anecdotally, many students have expressed to several staff in the Division of Student Affairs that there is not a centralized place to find information on all events all across campus. They have also said that they receive too many emails and don't pay attention to them. A well-structured and well-implemented app can alleviate these issues and improve educational outcomes for students.

Budget Worksheet
Please use the template attached here: https://drive.google.com/file/d/1UrNKB_CJgYu4cc0QKmK-rPqC0SR-AQWN/view?usp=sharing

Please include: delivery fees, installation costs, tax, and other potential expenses. This budget must be accurate and not estimated, as the STF Committee cannot approve expenses above the line item totals listed in this budget.

Please include item descriptions sufficiently detailed that the exact item can be found by its description if at all possible.

If additional space is required, a spreadsheet with the required information may be attached in lieu of the above worksheet.

33. Submit budget here
34. Total dollar amount requested (including tax) *

27500

35. If there are any warranties for items in your application, what do they cover?

no

Letters of Consideration and Comments

Please use the attached template that can be found here for facilities:
https://drive.google.com/file/d/1JRXP5ub4qFlGtMq3KDXePbZVWv97EV/view?usp=sharing
Please use the attached template that can be found here for IT:
https://drive.google.com/file/d/1k8FXghbbFRQ4k8PXnktSr2FYMa0xeiU/view?usp=sharing
Please use the attached template that can be found here for Fiscal and Audit Services:
https://drive.google.com/file/d/1JDP7mgooO3lwYZC3A0pcmi-dq3CirFzZ/view?usp=sharing

STFC suggests that proposals be reviewed by Dan Sullivan of Facility Services (2-3777; sullid@uw.edu), Adri MacArthur of IT (sanchea2@uw.edu) and Megan DeVeau of Fiscal & Audit Services (goodem@uw.edu) before being submitted. We recommend that you give these departments two weeks to review your proposal before you submit your application.

Because the campus is closed you may either upload screen shots of emails containing the same information as the Letters of Consideration or you may forward the emails to terryh@uw.edu or uwbstf@uw.edu.

36. Upload Facilities' Letter of Consideration

37. What have you done to address Facility's concerns?

Does not apply

38. Upload IT's Letter of Consideration
We plan to work closely with UW Bothell IT to make sure we have data security agreements in place. UW Bothell IT will also be a part of selecting vendor for campus app in partnership with Student Affairs. We expect that we will need to do a competitive bid.

We plan to work closely with Fiscal and Audit Services to make sure we follow purchasing requirements. We expect that we will need to do a competitive bid. In addition the software will all also need data security agreements and contracts reviewed by UW Seattle.

This is a long-term request. If the committee supports years 2 and 3 of this proposal, OTP will fund year 1, including all start-up costs that total about $40,000. Last year a proposal was submitted by Student Affairs for a mobile app. A campus committee recommended that buying into a campus app last year was too soon and that we needed more student engagement with this project. We also didn't have the campus support to launch a campus app to all students on campus. Since then, OTP has volunteered to support the launch of an Orientation App that would primarily serve new students. This will be a great way to also launch an app and get greater student engagement. This also gives the campus a year to also work with current students to design what this app will look like for students. We do not currently have a vendor, as we want to make sure we have financial commitments from STF before we start a formal bid process. We have met with Modo labs and Ready Education, who both do campus apps. Modo labs is so far the most versatile app we have seen. They also have an Orientation specific module that is free with the mobile app. I have included the pricing for Modo, so that you can see some of the projected costs. OTP will cover anything in excess of the request in this proposal. For example, please view a demo of Modo Labs at https://vimeo.com/288797211 and use password uw18.

39. What have you done to address IT’s concerns?

40. Upload Fiscal & Audit Service’s Letter of Consideration

41. What have you done to address Fiscal & Audit Service’s concerns?

42. Is there anything else you want the committee to consider as part of your application?

43. Are there any extra files you would like to submit with the application?
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Infrastructure

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<th>Year 3 of Mobile app</th>
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<td>Mobile App 2024</td>
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<td>Terry Hill</td>
</tr>
<tr>
<td>4. Email *</td>
<td><a href="mailto:terryh@uw.edu">terryh@uw.edu</a></td>
</tr>
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Limited to UW Bothell students? (For example can Cascadia students use the resources from this proposal)

Which department will house and support the equipment?
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Terry Hill

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- Yes
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   (Long-term funds granted must be used within three years)

- Yes
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17. Request Submitter has read and understands the STF guidelines
   (https://www.uwb.edu/studentaffairs/stfc) *

- Yes

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   Terry Hill
20. Phone Number
425-352-5266

21. Email *
terryh@uw.edu

22. Level of Access for Technologies Requested

- **No Restriction**: Resource may be used by all UW students. A UW NetID may be required for use.
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24. Detailed Description *
Describe the proposal in detail.

See Year 2 description
25. Resources Currently Available at UWB *
Describe/list the resources currently available on campus which are relevant/similar to the proposal.
see year 2

26. Preexisting Resources Required by Proposal *
Describe/list the resources will be required for the proposal.
see year 2

27. Benefits to Educational Experience of Students *
Describe how the proposal would benefit students’ education.
see year 2

28. Availability for Student Use *
Describe the availability of the proposed technologies for student use.
see year 2

29. Installation and Implementation Timeline and Plan *
Provide a timeline in which the proposed technologies would be installed and implemented.
see year 2

30. Supporting Department Endorsement *
Demonstrate endorsement of the proposal by the supporting department listed above.
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31. Long-Term Operation Plan and Department Support *

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<thead>
<tr>
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<th>Adobe Creative Cloud for the Open Learning Lab 2021 (The Only Open Computer lab at UWB for all students)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Shortened/Abbreviated Proposal Title (this is just for making it easier to organize the files)</td>
<td>Open Learning Lab Adobe Creative Cloud access for 2021-2022</td>
</tr>
<tr>
<td>3. Contact Person *</td>
<td>Salem Levesque</td>
</tr>
<tr>
<td>4. Email *</td>
<td><a href="mailto:swjl@uw.edu">swjl@uw.edu</a></td>
</tr>
<tr>
<td>5. Phone</td>
<td>425-352-3889</td>
</tr>
</tbody>
</table>
6. Campus Affiliation of Submitter *

- Student
- Staff
- Faculty

7. Student Initiated? *

- Yes
- No

8. If it's not student initiated, explain why here

NA

9. Limited to UW Bothell students? (For example can Cascadia students use the resources from this proposal) *

- Yes
- No

10. Which department will house and support the equipment? *

Information Technology
11. Name of Staff/Faculty Contact Person from department *

Salem Levesque

12. What kind of support will you be receiving from this department? Check all that apply (It's best if you have a plan for all of these): *

- Management of the item(s)
- Maintenance of the item(s)
- Security of the item(s)
- Replacement of the item(s) in the event that it is stolen or broken
- Cleaning of the item(s)
- Moving the item(s)
- Receiving, storage and surplus of the item(s)

13. What is the department's plan for overseeing and maintaining the requested technology? *

The Open Learning Lab is managed and supported by UWB Information Technology (UWB-IT). Adobe CC, remote access computers (if campus remains closed) will also be managed by UWB-IT.

14. Please submit a letter of confirmation recognizing the responsibility that the department is taking on from the Dean/Director. You can find the form here:

https://drive.google.com/file/d/1dhUlGU5dq2BDkcKMTv-F4-Aint01LaVt/view?usp=sharing *
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16. Is this a request for the long-term account?
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- Yes, I have consulted with a Director or Dean of a Program or School that will be responsible for housing and supporting the proposed technologies.

19. Name of Director or Dean *
Christy Long
20. Phone Number
+1 425 352-5245

21. Email *
long7@uw.edu

22. Level of Access for Technologies Requested

- **No Restriction**: Resource may be used by all UW students. A UW NetID may be required for use.
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23. If the level of access is not “No Restriction”, explain why, and what benefit there is in restricting access to the technology:

NA
We are seeking funding to continue having Adobe Creative Cloud (Adobe CC), a media design application suite, installed in the Open Learning Lab (UW2-140). This request is for 32 copies of the software to be purchased for the 2021-2022 academic year. Adobe CC software is a subscription model and we have to apply for it on a yearly basis. Adobe CC software is a pivotal software title to many students across UWB, but it is cost prohibitive for many students. The Open Learning Lab (OLL) is currently the only open computer lab on campus for all UWB students to use, regardless of their major.

The Open Learning Lab is the only non-classroom space on campus where Adobe CC is available to students. At this time, the OLL has 18 Mac and 12 Windows computers available to all students on a drop-in/remote basis (if pandemic continues). OLL computers have a number of applications installed on them including; Microsoft Office Suite, Final Cut Pro X, and other popular campus software.

This proposal leverages the computers currently installed in the OLL.
Adobe CC is the educational/professional standard in media editing software. Due to its cost, there may be barriers to student access to Adobe CC outside of the University. This is particularly troubling for students who are required to purchase the software to complete coursework. Many students rely on the university's copies. Adobe's OCR features are also important for students who have accessibility issues and need assistance with assigned readings. Student demand for Adobe products rivals the demand for Microsoft Office products.

Examples of the ways Adobe CC is used at UWB:

- UWB IT Helpdesk's student checkout system offers video cameras, audio recorders, and other media production equipment (when students are on campus). When students finish working with the equipment and import their files onto a computer; Adobe CC is required to edit video, audio, and image files. Without Adobe CC, students cannot utilize the equipment at the IT helpdesk to its full capacity.

- OLL offers one-on-one media production support for students, including tutoring in how to use Adobe CC Photoshop, make videos with Adobe CC Premiere, or learn how to edit audio via Adobe CC Audition. This tutoring is paid for by a number of departments on campus and is heavily reliant on Adobe CC to be successful.

- Students often use Adobe CC applications to enhance their assignments or add media elements to PowerPoint projects and other presentations. Adobe CC is more robust than open source software, which often falls short of what students need. UWB students from across campus rely on Adobe applications to help edit video, audio, and photos successfully.

27. Benefits to Educational Experience of Students *

Describe how the proposal would benefit students' education.

28. Availability for Student Use *

Describe the availability of the proposed technologies for student use.

No Restriction. Technology can be used anytime during UW2 building hours.

29. Installation and Implementation Timeline and Plan *

Provide a timeline in which the proposed technologies would be installed and implemented.

Adobe CC will be installed as soon as the funding is completed and sent through IT support for purchasing, packaging, and distribution.
UW Bothell Information Technology has supported the Open Learning Lab for over a decade. All OLL computers are managed and serviced by UWB IT. OLL student tutoring is supported by two the School of Interdisciplinary Arts and Sciences (IAS) and the School of STEM for the benefit of all UWB students. STF funding is the primary source of OLL funding and is crucial for maintaining student access to the lab.

Adobe CC will be installed and maintenance will be provided by UWB IT staff for the duration of the year.

Over the past year, Salem Levesque, Digital Learning Specialist with the Digital Learning and Engagement team has offered students the opportunity to participate in a survey. The survey is designed to allow UWB-IT to be responsive to student feedback when planning for the OLL. Feedback from the past two years indicates that students consider continued access to Adobe CC as most important.

Here are some representative comments from the survey:

Question: “How would it impact your education if Adobe CC was removed from the OLL? What applications could be used in its place?”

- “I would no longer be able to continue working on my degrees.” (IMD/IA)
- “It would be very inconvenient because nowhere else offers the service for free.”
- “It would prevent me from doing my projects.”
- “Adobe CC is a very useful tool for people to create and collaborate on projects with other group members. If any of the Adobe CC was removed from the OLL, students would not have the opportunity to work on school work if they don’t have the resources. IMD students need this program available.”
- “I would not feel supported in being able to finish some of my coursework projects, especially videos.”
- “It would limit my extracurricular and make it harder to complete some work.”
- “I could no longer do work at school. My laptop can’t handle modern demands for graphic rendering and buying a new one is simply not an option because of the upfront cost.”
- “It would make it more difficult to use applications such as photoshop.”

Students at UWB need Adobe CC access to help with their classes, projects, and extracurricular activities. When prompted for alternative media production software recommendations, not one student gave an alternative and every single student expressed a need for Adobe CC.
Budget Worksheet
Please use the template attached here: https://drive.google.com/file/d/1UrNKB_CJgYu4cc0QKmK-rPgC0SR-AQWN/view?usp=sharing

Please include: delivery fees, installation costs, tax, and other potential expenses. This budget must be accurate and not estimated, as the STF Committee cannot approve expenses above the line item totals listed in this budget.

Please include item descriptions sufficiently detailed that the exact item can be found by its description if at all possible.

If additional space is required, a spreadsheet with the required information may be attached in lieu of the above worksheet.

33. Submit budget here

34. Total dollar amount requested (including tax) *

10246.50

35. If there are any warranties for items in your application, what do they cover?

NA

Letters of Consideration and Comments
Please use the attached template that can be found here for facilities: https://drive.google.com/file/d/1JRXP5ub4oFJGIITiMq3KDxEePbZVWv97EV/view?usp=sharing
Please use the attached template that can be found here for IT: https://drive.google.com/file/d/1k8FXgxbhFRQ4k8PXnxktSr2FYMz0xeiU/view?usp=sharing
Please use the attached template that can be found here for Fiscal and Audit Services: https://drive.google.com/file/d/1JDP7mgooO3lwYZC3A0pcmi-dq3CirFzZ/view?usp=sharing

STFC suggests that proposals be reviewed by Dan Sullivan of Facility Services (2-3777; sullid@uw.edu), Adri MacArthur of IT (sanchea2@uw.edu) and Megan DeVeau of Fiscal & Audit Services (goodem@uw.edu) before being submitted. We recommend that you give these departments two weeks to review your proposal before you submit your application.

Because the campus is closed you may either upload screen shots of emails containing the same information as the Letters of Consideration or you may forward the emails to terryh@uw.edu or uwbstf@uw.edu.
36. Upload Facilities' Letter of Consideration

37. What have you done to address Facility's concerns?

NA

38. Upload IT's Letter of Consideration

39. What have you done to address IT's concerns?

NA

40. Upload Fiscal & Audit Service's Letter of Consideration

41. What have you done to address Fiscal & Audit Service's concerns?

NA

42. Is there anything else you want the committee to consider as part of your application?
43. Are there any extra files you would like to submit with the application?
Student Technology Fee Request For 20-21 Funding Cycle

About the Student Technology Fee

The UW Bothell Student Technology Fee Committee defines technology as enhancing and improving the quality of student learning through technology services and equipment such as (but not limited to):

- Electronics (ie. Televisions, computers, VCR/DVD player, cameras, etc.)
- Software
- Computing systems
- Mechanical engineering (dealing with machines)

Things to Note

- Funding decisions will be based on the benefits provided to the student body.
- The UW Bothell Student Technology Fee Committee will not fund equipment that is required for course instruction.
- Immediate exclusions that will not be funded: furniture, consumable equipment or recurring maintenance, salaries for full-time or part-time staff or students, or wireless networking beyond the University’s central deployment.

Infrastructure

The Student Technology Fee Committee will fund initial infrastructure costs (that aid in supporting the technology) from the wall out. Wall mounts and cable installations are examples of infrastructure that would be funded by the committee. There are certain infrastructure costs that the STFC will not fund, such as core drilling or livening ports.

Insurance Disclaimer

Most tangible items over $2,000 with a useful life of one year or more are considered equipment. Insurance is required for these items and is not fundable by the STFC, even if the items are.

Proposal Requirements

Proposals must:
1. Show that the primary benefit is to students
2. Include a summary of student input
3. Provide a long-term plan for operation
4. Address issues of student access

Final Notes

If you are unsure if your application will qualify based on the definitions of Infrastructure and Technology, we still would encourage you to submit the application. We also recommend that you refer to our bylaws prior to submitting the application.

Please use this worksheet to prepare your proposals. All proposals will need a signed copy of the “Letter of Consideration” for both IT and Facilities. STFC suggests that proposals be reviewed by Dan Sullivan of Facility Services (2-3777, sullid@uw.edu), Adri MacArthur of IT (sanchea2@uw.edu) and Megan DeVeau of Fiscal & Audit Services (goodem@uw.edu) before being submitted. We recommend that you give these departments two weeks to review your proposal before you submit your application.
<table>
<thead>
<tr>
<th>1. Proposal Title *</th>
<th>Campus Well Health Education Website</th>
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</thead>
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<tr>
<td>2. Shortened/Abbreviated Proposal Title (this is just for making it easier to organize the files)</td>
<td>Campus Well</td>
</tr>
<tr>
<td>3. Contact Person *</td>
<td>Jo Blue</td>
</tr>
<tr>
<td>4. Email *</td>
<td><a href="mailto:joblue@uw.edu">joblue@uw.edu</a></td>
</tr>
<tr>
<td>5. Phone</td>
<td>425-352-3968</td>
</tr>
</tbody>
</table>
6. Campus Affiliation of Submitter *

- Student
- Staff
- Faculty

7. Student Initiated? *

- Yes
- No

8. If it's not student initiated, explain why here

9. Limited to UW Bothell students? (For example can Cascadia students use the resources from this proposal) *

- Yes
- No

10. Which department will house and support the equipment? *

Health and Wellness Resource Center
11. Name of Staff/Faculty Contact Person from department *

Jo Blue

12. What kind of support will you be receiving from this department? Check all that apply (It's best if you have a plan for all of these): *

- [ ] Management of the item(s)
- [ ] Maintenance of the item(s)
- [ ] Security of the item(s)
- [ ] Replacement of the item(s) in the event that it is stolen or broken
- [ ] Cleaning of the item(s)
- [ ] Moving the item(s)
- [ ] Receiving, storage and surplus of the item(s)

13. What is the department’s plan for overseeing and maintaining the requested technology? *

The HaWRC will be responsible for maintaining up to date department listings, as well as keeping information on the site current. The Campus Well site provider (Student Health 101/Campus Well) will be responsible for maintaining the IT needs of the site, and its continued functionality on the web. The contract for Campus Well has already been approved and is active on campus as of Spring quarter 2021. The contract process included UWB IT approval of the maintenance and security of the Campus Well site.

14. Please submit a letter of confirmation recognizing the responsibility that the department is taking on from the Dean/Director. You can find the form here:

https://drive.google.com/file/d/1dhUIGU5dq2BDkcKMTv-F4-Aint01LaVt/view?usp=sharing

STF Confirmation...
15. Is this proposal being resubmitted after being previously declined? *

☐ Yes

☐ No

16. Is this a request for the long-term account?  
(Long-term funds granted must be used within three years)

☐ Yes

☐ No

17. Request Submitter has read and understands the STF guidelines  
(https://www.uwb.edu/studentaffairs/stfc) *

☐ Yes

18. Required Consultation *

In order to ensure that equipment funded by the STF is properly maintained and overseen, it is required to be owned by a relevant UWB department or school. Before submitting this proposal, you must consult with the director or dean of a relevant UWB department or school which will take ownership of the equipment/items if funded. For example, IT check-out equipment should be endorsed by UWBIT, equipment installed in the library should be endorsed by the library, etc.

☐ Yes, I have consulted with a Director or Dean of a Program or School that will be responsible for housing and supporting the proposed technologies.

19. Name of Director or Dean *

Rosemary Simmons
20. Phone Number
425 352-3582

21. Email *
res2014@uw.edu

22. Level of Access for Technologies Requested

- No Restriction: Resource may be used by all UW students. A UW NetID may be required for use.
- Registration Restriction: Resource may be used by all UW students once registered with the resource owner. Note that registration is not an application and may not be denied.
- Appointment Restriction: Resource may be used by all UW students by appointment with the resource owner.
- Priority Restriction: Resource may be used by all UW students, but certain students receive priority or are exempted from registration or appointment requirements.
- Restricted Resource: Resource use is restricted to certain students or an application is required for use.

23. If the level of access is not “No Restriction”, explain why, and what benefit there is in restricting access to the technology:
We are requesting funds to cover an extended contract for the Campus Well health promotion website. Campus Well is a platform that makes it easy to have a one stop hub for wellness information across all of campus, which is tied to the Health and Wellness Resource Center’s overall mission. This platform allows us to offer wellness information in a way that is tailored for college students, and easy to navigate. The HaWRC is part of a larger wellness steering committee on campus, which is made of up staff and faculty on campus, as well as student representatives. In our discussions the past few years, a need that has come up time and again is the challenge in offering students a single location to find the resources that they need to be successful. Campus Well fills this need. Not only does this site meet the needs of the HaWRC, but it incorporates all of student affairs as aspects of wellness. There are tabs on the site related to career planning, academic success, financial wellness, mental health and physical fitness. This allows students to meet multiple needs in one location.

We have already had significant buy-in from other departments on campus, who all shared the cost of purchasing the Campus Well platform for one year. This has allowed us to complete all of the IT, fiscal, and facility requirements needed, and the site has already gone live and is being advertised to students. Our goal in this application is to make offering this platform more sustainable, and to be able to purchase a longer (3 year) contract when our original contract ends. We have already covered the one time set up cost, and we also receive a discount based on Cascadia’s usage of the site as a community college.

Campus Well is already in place at UWB, and is being officially launched spring quarter. This proposal would be funding an extension to our current contract.

None - all of the logistics and approvals have already been taken care of.

Campus Well will allow students to streamline their search for important wellness resources. Currently, resources online can be difficult to locate, and it is not always easy to move from one resource or department to another on the UWB website. Campus Well provides one location for students to learn more about health and wellness, as well as access campus specific resources that may relate to their search. All wellness content is evidence based and written by experts in the collegiate health and wellness.
Campus Well will be available to all students on the UWB campus, and is accessible through the website, or through a mobile app. Students will also have the option to opt into a wellness newsletter through the Campus Well program that will come from the HaWRC each month. Incoming students will also have access to Campus Well provided during orientations.

The Campus Well site is already up and running. Our current contract will end at the end of winter quarter 2021, and we will be looking to renew at that time with a longer contract.

The HaWRC Manager and the Director of Counseling, Health and Wellness oversee the endorsing department.

The HaWRC, Orientation and Transitions Program, Counseling Center, and Violence Prevention & Advocacy Program provided initial funding of campus well for calendar year 2021. Our hope is that STF can provide funding for a 3 year contract with Campus Well. That will provide the HaWRC to seek external funding from community partners, incorporate Campus Well into overall operating budget of this unit, and work with other departments on campus to determine if they can also include in overall operating budget. Finally, funding for three years will allow the HaWRC to continue to collect data regarding student usage, effectiveness in meeting students’ needs, and satisfaction data.
The idea to seek a service such as Campus Well came from the HaWRC Steering Committee which is an advisory committee of students, staff and faculty. Campus Well met the needs and recommendations of the students. The recommendation was for a one stop website for evidence based health and wellness information, that would direct students to the correct campus partner (local resources) to get their wellbeing needs met, and information that was geared specifically for college students.

Feedback about the Campus Well site from UWB students:

“I really like the style of it with the various interesting lifestyle and wellness topics. I think it is useful to have images and visuals to not only appeal to a wider audience but also allow more smooth navigation of the website to exactly what someone is searching for. It looks great!!”

“I think this website is very helpful for the UWB and Cascadia student community. It has a lot of various resources available for numerous health-related topics...Also everything seems geared towards college students and young adults which is super nice”

Budget Worksheet
Please use the template attached here: https://drive.google.com/file/d/1UrNKB_CJgYu4cc0QKmK-rPqC0SR-AQWN/view?usp=sharing

Please include: delivery fees, installation costs, tax, and other potential expenses. This budget must be accurate and not estimated, as the STF Committee cannot approve expenses above the line item totals listed in this budget.

Please include item descriptions sufficiently detailed that the exact item can be found by its description if at all possible.

If additional space is required, a spreadsheet with the required information may be attached in lieu of the above worksheet.

33. Submit budget here

Campus Well bu...

34. Total dollar amount requested (including tax) *

26000
35. If there are any warranties for items in your application, what do they cover?

n/a

---

**Letters of Consideration and Comments**

Please use the attached template that can be found here for facilities:
https://drive.google.com/file/d/1JRXP5ub4qF1gTIImq3KDx5ePbZVv97EV/view?usp=sharing

Please use the attached template that can be found here for IT:
https://drive.google.com/file/d/1k8FXgxbFRQ4k8PXnxktSr2FYMrzOxeEU/view?usp=sharing

Please use the attached template that can be found here for Fiscal and Audit Services:
https://drive.google.com/file/d/1JDP7mqoo03lwYZC3A0pcmi-dq3CirFzZ/view?usp=sharing

STFC suggests that proposals be reviewed by Dan Sullivan of Facility Services (2-3777; sullid@uw.edu), Adri MacArthur of IT (sanchea2@uw.edu) and Megan DeVeau of Fiscal & Audit Services (goodem@uw.edu) before being submitted. We recommend that you give these departments two weeks to review your proposal before you submit your application.

Because the campus is closed you may either upload screen shots of emails containing the same information as the Letters of Consideration or you may forward the emails to terryh@uw.edu or uwbstf@uw.edu.

---

36. Upload Facilities' Letter of Consideration

---

37. What have you done to address Facility's concerns?

No concerns from facilities (letter of consideration email forwarded to Terry Hill)

---

38. Upload IT's Letter of Consideration

---

39. What have you done to address IT's concerns?

The only concern was accessibility issues that might be present in the optional email newsletter. The newsletter is an opt-in add on to the Campus Well site, and is available in both HTML and text only versions. If accessibility issues continue to be a concern, we will work with Campus Well to mitigate the problems. UWB IT has also offered assistance if needed. (letter of consideration email forwarded to Terry Hill)
40. Upload Fiscal & Audit Service's Letter of Consideration

41. What have you done to address Fiscal & Audit Service's concerns?
(letter of consideration email forwarded to Terry Hill)

42. Is there anything else you want the committee to consider as part of your application?
We are excited to continue to offer this important resource to students in a consistent, long term manner.

43. Are there any extra files you would like to submit with the application?
Student Technology Fee Request For 20-21 Funding Cycle

About the Student Technology Fee

The UW Bothell Student Technology Fee Committee defines technology as enhancing and improving the quality of student learning through technology services and equipment such as (but not limited to):

- Electronics (ie. Televisions, computers, VCR/DVD player, cameras, etc.)
- Software
- Computing systems
- Mechanical engineering (dealing with machines)

Things to Note

- Funding decisions will be based on the benefits provided to the student body.
- The UW Bothell Student Technology Fee Committee will not fund equipment that is required for course instruction.
- Immediate exclusions that will not be funded: furniture, consumable equipment or recurring maintenance, salaries for full-time or part-time staff or students, or wireless networking beyond the University’s central deployment.

Infrastructure

The Student Technology Fee Committee will fund initial infrastructure costs (that aid in supporting the technology) from the wall out. Wall mounts and cable installations are examples of infrastructure that would be funded by the committee. There are certain infrastructure costs that the STFC will not fund, such as core drilling or livening ports.

Insurance Disclaimer

Most tangible items over $2,000 with a useful life of one year or more are considered equipment. Insurance is required for these items and is not fundable by the STFC, even if the items are.

Proposal Requirements

Proposals must:
1. Show that the primary benefit is to students
2. Include a summary of student input
3. Provide a long-term plan for operation
4. Address issues of student access

Final Notes

If you are unsure if your application will qualify based on the definitions of Infrastructure and Technology, we still would encourage you to submit the application. We also recommend that you refer to our bylaws prior to submitting the application.

Please use this worksheet to prepare your proposals. All proposals will need a signed copy of the “Letter of Consideration” for both IT and Facilities. STFC suggests that proposals be reviewed by Dan Sullivan of Facility Services (2-3777; sullid@uw.edu), Adri MacArthur of IT(sanchea2@uw.edu) and Megan DeVeau of Fiscal & Audit Services (goodem@uw.edu) before being submitted. We recommend that you give these departments two weeks to review your proposal before you submit your application.
<table>
<thead>
<tr>
<th>1. Proposal Title *</th>
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</thead>
<tbody>
<tr>
<td>The Navigate Mobile App for Students: Providing Tailored Support to Guide Students Through Pivotal Moments of Their College Journey</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Shortened/Abbreviated Proposal Title (this is just for making it easier to organize the files)</th>
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</thead>
<tbody>
<tr>
<td>Navigate Student Mobile App</td>
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</tbody>
</table>

<table>
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<tr>
<th>3. Contact Person *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eva Navarijo</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Email *</th>
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<tbody>
<tr>
<td><a href="mailto:navarijo@uw.edu">navarijo@uw.edu</a></td>
</tr>
</tbody>
</table>

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<th>5. Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>425-205-5076</td>
</tr>
</tbody>
</table>
6. Campus Affiliation of Submitter *

- Student
- Staff
- Faculty

7. Student Initiated? *

- Yes
- No

8. If it's not student initiated, explain why here

9. Limited to UW Bothell students? (For example can Cascadia students use the resources from this proposal) *

- Yes
- No

10. Which department will house and support the equipment? *

   Office of Student Academic Success
Cinnamon Hillyard

11. Name of Staff/Faculty Contact Person from department *

12. What kind of support will you be receiving from this department? Check all that apply (It's best if you have a plan for all of these): *

- [x] Management of the item(s)
- [x] Maintenance of the item(s)
- [x] Security of the item(s)
- [ ] Replacement of the item(s) in the event that it is stolen or broken
- [ ] Cleaning of the item(s)
- [ ] Moving the item(s)
- [ ] Receiving, storage and surplus of the item(s)

13. What is the department's plan for overseeing and maintaining the requested technology? *

The EAB Leadership Team will oversee and maintain the Navigate Student app. Charged by Chancellor Wolf Yeigh, the UW Bothell EAB Leadership Team designs, plans, and implements a Coordinated Care strategy to achieve campus goals for student success. In using the Navigate student success management system, the Leadership Team is effective in coordinating the efforts of advisors, faculty, and staff to enhance retention, respond to student needs, and improve the student experience.

The Leadership Team develops business processes, success metrics, and assessment measures to maximize UW Bothell's use of student success technology for coordinated strategic care. Collaboration with key campus stakeholders such as IT and Institutional Research ensures that the interrelationships between Coordinated Care activities and existing university systems best support students and student success. The Leadership Team also upholds responsibility for data privacy and the ethical use of data, including user access to data in Navigate.
14. Please submit a letter of confirmation recognizing the responsibility that the department is taking on from the Dean/Director. You can find the form here: https://drive.google.com/file/d/1dhUlGU5dq2BDkcKMTv-F4-Aint01LaVt/view?usp=sharing

15. Is this proposal being resubmitted after being previously declined?
- Yes
- No

16. Is this a request for the long-term account?
(Long-term funds granted must be used within three years)
- Yes
- No

17. Request Submitter has read and understands the STF guidelines
(https://www.uwb.edu/studentaffairs/stfc)
18. Required Consultation *

In order to ensure that equipment funded by the STF is properly maintained and overseen, it is required to be owned by a relevant UWB department or school. Before submitting this proposal, you must consult with the director or dean of a relevant UWB department or school which will take ownership of the equipment/items if funded. For example, IT check-out equipment should be endorsed by UWBIT, equipment installed in the library should be endorsed by the library, etc.

Yes, I have consulted with a Director or Dean of a Program or School that will be responsible for housing and supporting the proposed technologies.

19. Name of Director or Dean *

Cinnamon Hillyard

20. Phone Number

425-352-3169

21. Email *

ch7@uw.edu

22. Level of Access for Technologies Requested

- No Restriction: Resource may be used by all UW students. A UW NetID may be required for use.
- Registration Restriction: Resource may be used by all UW students once registered with the resource owner. Note that registration is not an application and may not be denied.
- Appointment Restriction: Resource may be used by all UW students by appointment with the resource owner.
- Priority Restriction: Resource may be used by all UW students, but certain students receive priority or are exempted from registration or appointment requirements.
- Restricted Resource: Resource use is restricted to certain students or an application is required for use.
23. If the level of access is not “No Restriction”, explain why, and what benefit there is in restricting access to the technology:
ABSTRACT

This proposal seeks STF funding to adopt Navigate Student, a dynamic student-facing mobile app that can organize a coordinated student-centered educational experience at UW Bothell. Navigate's staff-facing platform is already in operation at UW Bothell for appointment scheduling, referrals, and progress reports, and in 3 short years it has significantly improved how faculty and staff collaborate across campus to support students. If this proposal is funded, UW Bothell can launch Navigate Student in 3 to 6 months with UW-branded content designed to connect students to the resources needed to explore majors, apply for financial aid, plan for registration, and stay on top of important deadlines. Students can also use this FERPA-compliant app to form study groups with classmates, keep track of tuition payments, and get notified about holds on their accounts. Short polls launched through the app personalize content based on students’ survey answers to send push notifications about student events, food pantry hours, career fairs, and more. Additionally, individualized To-Do lists and in-app messaging can help students organize important tasks for orientation, study abroad, commencement, and other educational experiences—all in the palm of their hand!

INTRODUCTION

EAB’s Navigate Student Success Management System is technology that links students, faculty, deans, advisors, tutors, and other campus staff together in a coordinated care network. With Navigate, universities can proactively manage student success across three areas of service, called “pillars”: Strategic Care, Intelligence, and Smart Guidance.

Each pillar includes a subset of products, tools, and services that can work together to support students from enrollment to graduation and beyond. At present, students at UW Bothell are familiar with features available through Navigate’s Strategic Care platform. Specifically, students can use Navigate on a web browser to schedule appointments with various offices including academic advising, financial aid, career services, tutoring, and more. This proposal seeks funding to provide students with access to Navigate’s most dynamic features available under the Navigate Student platform. We seek STF support to adopt Navigate Student, a mobile app and desktop platform.

ABOUT NAVIGATE STUDENT

Navigate Student is a mobile app designed to help students manage their education and connect effectively with the full range of activities and resources at UW Bothell. The app helps students navigate college across a range of activities like planning study abroad, discovering events, or understanding their tuition bill. It also features a communications hub and a comprehensive list of campus resources to keep students connected with the university community. Students can easily use Navigate as their personal daily planner which integrate a customized “to-do” list with the UW Bothell academic calendar and recommended steps from their advisors, counselors, or other program directors. Because Navigate Student can be tailored for individual users, the app can be the main means for academic and administrative offices to communicate with students. The goal of this app is to help students stay on top of important dates, achieve critical academic milestones, and alert them to potential roadblocks sooner.

POPULAR FEATURES OF THE APP

The Navigate Student app provides handy tips and tutorials on everything from getting involved in student organizations to paying for college, and can help students discover what’s going on around campus with notifications about events. Popular features of the app can customize a list of resources, calendar dates, and events to provide individual students a clear timeline of what they need to do to get the most out of college.
Customized Academic Related To-Do Lists and Tips—

- The To-Do list can be used to onboard students through Orientation, remind them to fill out the FAFSA or WASFA, or to help them register for courses. Navigate staff users can create customized To-Do's for students, and students can also add their own To-Do's. Students can mark To-Do's as complete from the app and initiate an appointment request for specific To-Do items.

- Mandatory To-Do's are typically tasks related to financial aid, tuition, drop deadlines, registration, or other items that a student must complete and/or are important enough to require text message notifications.

- Optional To-Do's are items that are due in the next two week period.

- Personal Reminders are To-Do items created by individual students. Students can set a reminder and due date, and add additional notes to the item.

- Tips are bite-sized pieces of advice or suggestions written by campus staff about the best ways to reach graduation, such as ‘Make sure to get 8 hours of sleep before a midterm’ or ‘Don’t forget your flu shot’. Content in tips can link to other outside web-based resources and have pictures or videos. Tips are only visible to students if Navigate staff users schedule a Tip for that day.

- The Reports page lets students see notes, attachments, or other documents shared with them by Navigate staff users. This file library can include resources like degree maps, tutoring plans, participation agreements, meeting notes, or links to online documents or resources.

Browse Upcoming Events—

- Events are a dynamic way to remind students of important dates while connecting them with helpful resources. These events can range from 'Mid-term Exams Begin!' to information on a speaker coming to campus. When a student clicks into a specific event, they can see more details (such as an email address, phone number, website, etc.) and add it to their smartphone's calendar. Information within the description can then be used by the student to either prepare for that event or get help if they need it.

- Programs and activities are listed in an Events tab in chronological order. Although students cannot use the app to search for a specific event title or content, Navigate staff users can strategically manage the timing of when events are displayed to ensure students stay informed of upcoming opportunities.

Fast Help and Appointment Scheduling—

- Resources refer students to specific members of the University community who can help answer questions when students run into a problem. The app can be customized to arrange resources into alphabetized categories such as "Academic Services" and "Financial Aid Needs."

- Appointments can be scheduled from the Navigate app so that students can easily get facetime with the people who can help. With the app, students can decide to sync booked appointments onto their phone's calendar.

- Study Buddies lets students connect with other students who are interested in studying together outside of class. If a student opts-in, the app will pair them with other students in the same class section who also expressed interest in joining a study group. Group sizes can be limited to a pair or larger, and students may join or leave a group at any point in the term.
The Student Success Network can be used by students to find and contact their advisors, tutors, and other student support staff. Students will only see information for staff who are assigned to them; if a student has more than one assigned advisor, both individuals will be displayed. Clicking on a member of the Student Success Network will provide the option to call, email, or see appointment availability directly within the app.

Notifications about Holds and Bills—

- Notifications are messages that are sent to students to notify them about an important upcoming To-Do, Event, or Personal Reminder configured in the student app. These messages are delivered to the student’s phone through push notification, text message or email. Confidential information is not visible in the notification but will direct students to secure UW platforms to view content.

- The Holds Center can help students stay ahead of unpaid parking tickets, overdue library books, or any other roadblocks that could keep them from signing up for classes next quarter. With the student app, students can be alerted about a hold on their account, review information about the hold, and receive clear action steps or information about how to resolve the hold.

- Holds are classified as "Holds That Need Attention" and "Holds That Do Not Need Immediate Attention" to help student plan accordingly.

- Students can use the app to schedule an appointment with someone and ask questions about holds on their account. Although students cannot resolve holds from within the app (e.g. pay a fine), the hold notification links them to the offices and resources where they can take the necessary actions.

Quick Polls and Surveys—

- The Intake Survey is a questionnaire that students fill out as soon as they first launch the app at the beginning of each quarter. The survey is normally no more than 3-4 questions and students’ responses are used to trigger other actions in Navigate such as sending additional To-Do’s, tips, and notifications. These surveys help campus staff learn more about the students they serve so that they may customize communications to specific populations of students.

- Quick Polls are like the Intake Survey but can be launched at any point during the term and sent to specific student populations. Polls include 1 to 3 questions and can help get a pulse check on the student body to determine needs or best next steps at a specific moment in time. The app can link students to various campus resources depending on their answers to poll questions.

- A Comprehensive Survey is a longer questionnaire that can measure persistence, engagement, or other assessments like post-appointment satisfaction. Like the Intake Survey and Quick Polls, this survey can give staff users valuable insight to personalize outreach when it is needed most.
In addition to the Navigate Staff platform and UW's MyPlan, other web-based solutions currently in use on campus include the following. None of these tools operate as the campus app for UW Bothell. Additionally, the Navigate Student app can complement each of these resources to engage more students and measure participant outcomes relating to access and retention (via data imports or other integrations).

- Presence: The Office of Student Engagement and Activities uses a platform called Presence to publicize information about student clubs and activities. Presence operates like a social media channel that students can review for information about different campus events, organizations, and other engagement opportunities.

- CampusWell: The Health and Wellness Resource Center uses a platform called CampusWell to provide students with information on a variety of health topics. CampusWell operates like a webpage and newsletter service that students can review for tips on relationships and mental health or for guidance in areas like study skills and nutrition.

- Bothell Campus Parking Portal: The Commuter Services office uses a parking management system by NuPark for campus permits and parking infractions. The Bothell Campus Parking Portal operates like a web-based app that students, faculty, and staff can access to purchase a permit or resolve violations.
The Navigate Student mobile app integrates with Navigate Staff which UW Bothell currently utilizes for appointment scheduling, referrals, and progress reports. The proposed implementation strategy for the student app makes use of an existing network of campus staff members already familiar with the Navigate platform and its back-end infrastructure. As a result, and to the direct benefit of students, tapping into the network of current Application Administrators will mean less time is needed to learn new technologies, adopt vendor services, tools, and resources, or grow familiar with the overall Navigate user experience.

The Application Administrator role can provide technical guidance to other campus users, design training sessions, and communicate information about new features or released updates. The following offices are already using Navigate Staff and have a local Application Administrator assigned to their unit:

- First-Year & Pre-Major Programs
- School of Business
- School of Educational Studies
- School of Interdisciplinary Arts & Sciences
- School of STEM
- Graduate Programs
- Office of Financial Aid
- Office of Global Initiatives
- Office of the Registrar
- Academic Success Coaching Program
- Career Services
- Disability Resources for Students
- MakerSpace Collaboratory
- Orientation & Transitions Program
- Quantitative Skills Center (QSC)
- Writing & Communication Center (WaCC)
27. Benefits to Educational Experience of Students *

Describe how the proposal would benefit students’ education.

In Spring 2020, STF generously approved a request to provide funding for a campus app at UW Bothell pending their approval of a selected platform. A work group was formed to choose a vendor but the group recommended to the Dean of Student Affairs that more research be done to clarify a use-case and establish goals for a mobile app before a decision is made. In turn, STF was notified that Bothell could not move forward with a campus app at that time.

Since then, remote learning due to COVID-19 exposed significant gaps in UW Bothell’s ability to communicate and effectively engage with students using available platforms (emails, Zoom, social media, etc.). Additionally, campus climate survey results indicated that students have considered leaving the institution because of a lack of a social life and a deficit in their sense of belonging. It is now more urgent than ever to invest in a campus app that provides the opportunity to communicate with students on the platforms they are already using and to enhance students’ abilities to connect with campus resources in a virtual environment.

With the mobile app, students can think of Navigate as a one-stop-shop for all their campus needs. The following examples demonstrate how access to resources, reminders, To-Do lists, and other features of the app can benefit various educational experiences:

COMMON STUDENT EXPERIENCES AND RELATED BENEFITS OF THE MOBILE APP:

The student who has limited availability to meet with someone or is reluctant to ask for help finding resources.

- When students are struggling to know where to go for help or how to get in touch with the right individuals, Resources can really help. This feature is particularly helpful for first year students looking to find their way around campus or Juniors and Seniors looking to reach out to professors for recommendations.

The student who hasn’t scheduled an advising appointment yet.

- Advisors can send appointment scheduling requests to the student’s homepage of Navigate Student, making these reminders difficult to miss!

The student who is undecided about a major.

- Students can be encouraged to fill out a Major Explorer quiz before they arrive for appointments. They can also “favorite” the majors they are most interested in. Answer choices can be viewed by Career Coaches and Academic Advisors who can use this information to craft a meaningful career counseling discussion.

The student who needs help keeping track of important details and deadlines.

- Peer Coaches, Tutors, Advisors, and other staff can ask students to add personal To-Do's in Navigate, and send notes describing next steps after appointments. Then, staff can monitor whether a student’s tasks are complete, pending, or overdue.

The student who likes to book appointments in advance.

- The app gives students the ability to view availability and schedule appointments directly from their mobile devices. Students can view availability for drop-in visits and individual appointments or make appointment requests.
The student who is following social distancing measures.

- Navigate Student allows students to check-in virtually for appointments or drop-in visits. After checking-in, the front desk team can review capacity limits before sending the student a notification that it’s their turn to enter the office.

**28. Availability for Student Use**

Describe the availability of the proposed technologies for student use.

The Navigate Student app may be used by all undergraduate and graduate students enrolled at UW Bothell. A UW NetID is required to login.

**ACCESSIBILITY STATEMENT**

EAB is fully committed to providing access to its technology products for all users and includes accessibility practices in all stages of software design and development. Developers receive accessibility training, with the goal that all software is tested prior to release. The testing process includes both automated and functional testing using common web browsers and several assistive technologies and techniques, including the JAWS 18 and NVDA screen readers (Firefox/Windows), VoiceOver (Safari/Mac), ZoomText, and keyboard-only navigation. For browsers, EAB supports Chrome and Firefox for Windows or Mac operating systems and Safari for Mac.

**Current State of Compliance and Documentation—**

All student-facing features are WCAG 2.0 AA compliant, barring minor exceptions given the evolution of WCAG accessibility standards and ongoing addition of functionality to our technology. Navigate’s Smart Guidance functionality was audited in Q2 2016 and remediated and finalized on January 31, 2017. Navigate’s Strategic Care student-facing features were audited in October of 2017 and Navigate’s kiosk functionality was audited in August of 2018. VPATs for student-facing features are available upon request.
EAB will provide considerable support for the successful implementation of the Navigate Student app. UW Bothell will be assigned a Launch Consultant who will oversee implementation, create a custom launch plan, and provide advice on strategy and decision-making regarding the configurations of the platform. The EAB Strategic Leader will support the implementation of the app beyond the first year by building a long-term strategy for communication and driving discussions on broader student success initiatives.

The Vice Chancellor of Academic Affairs has been designated as the mobile app Program Sponsor at UW Bothell and the Associate Vice Chancellor for Student Success is the Program Owner. Other faculty and staff roles on the Implementation team include the following:

Program Owner: Primary contacts to plan, coordinate, and communicate with EAB

Technical Leader: Leads the technical effort with EAB’s Business Analyst

Application Administrator(s): Leads configuration and user management efforts, triages end user support

Content Administrator(s): Publishes and maintains in-app content

Engagement Team Leads: Team leads representing various Engagement Teams.

Promotion & Communication: Develop and execute adoption and utilization promotion plans, build campus awareness, engage stakeholders.

Content: Develop additional content for special populations.

Student Task Force: A group of students that will be periodically involved throughout the implementation, to inform and provide feedback on content and promotion efforts.

The university may also consider establishing Engagement Teams for Orientation, Residence Life, and Social Media.

Implementation Timeline—

The implementation timeline for Navigate Student is organized into four cycles over a period of four to six months. If this proposal is funded, the Implementation Team can plan for a Go-Live date in September 2021 and will work with EAB over the summer to focus on project planning, data integration, content development, and training support. The Implementation Team can also dedicate time over the summer to developing a student promotion plan and the Office of Student Academic Success can commit a staff person over the summer to coordinate implementation cycles.
30. Supporting Department Endorsement *
Demonstrate endorsement of the proposal by the supporting department listed above.

The UW Bothell Office for Student Academic Success will commit a 50% staff position to manage and maintain the back-end administration of Navigate Student and support campus adoption of the app. This position will report to the Associate Vice Chancellor of Student Success and join the campus EAB Leadership Team.

31. Long-Term Operation Plan and Department Support *
A student representative from ASUWB is on the EAB Leadership Team and will help inform the long-term operational plan and student satisfaction. This team has cross-campus representation from Admissions, Student Affairs, First-year and Pre-Major Programs, IT, Institutional Research, and Academic Advising.
In conversations with the work group tasked to select a mobile app vendor, it was revealed that the true depth and scope of Navigate Student was misunderstood. Specifically, some members of the work group expressed concern that the Navigate app may be perceived as having a limited scope in function (i.e., the app could only be used to schedule appointments with academic advisors). Concern was also expressed about Navigate’s perceived lack of third-party integration without additional costs.

Neither of these concerns are grounded in fact. We hope that this proposal is successful in clearing up these misunderstandings about Navigate Student. To clarify:

- Students and staff at UW Bothell are only utilizing a small fraction of EAB’s student success management system, which goes well beyond a tool for appointment scheduling, progress reports, or a mobile app.

- The Bothell campus is a current member of EAB’s Global Research Partnership and a subscriber to the Academic Affairs forum. With these services, UW Bothell receives personalized guidance on strategic priorities that include elevating student success outcomes on campus. All staff at UW Bothell can access content in the Academic Affairs forum for free using their UW email address.

- The well of resources and academic research in support of student success is expected to grow. EAB has recently acquired its competitor, Starfish, which is the success management system in use at local community colleges including the Seattle college system.

- All features of the Navigate mobile app are included in one reduced purchase price, and the price would increase only if UW Bothell elected to add Academic Planning features. At this time, there is no plan to replace MyPlan as the academic planner of choice.

- Navigate can integrate with the Canvas learning management system via an application programming interface (API) and enable deeper functionality with email and text messaging at UW Bothell. However, these APIs are time-intensive for the university’s technical teams and have not yet been implemented.

- When paired with student surveys and testimonials, we believe that the information provided in this proposal in fact demonstrates a strong likelihood that the student body would support a decision to fund Navigate’s mobile app and that its robust, cost-effective features would exceed the expectations of students and staff alike. A summary of student survey results is attached.

**Budget Worksheet**

Please use the template attached here: [https://drive.google.com/file/d/1UrNKB_CJqYu4cc0QKmK-rPqC0SR-AQWN/view?usp=sharing](https://drive.google.com/file/d/1UrNKB_CJqYu4cc0QKmK-rPqC0SR-AQWN/view?usp=sharing)

Please include: delivery fees, installation costs, tax, and other potential expenses. This budget must be accurate and not estimated, as the STF Committee cannot approve expenses above the line item totals listed in this budget.

Please include item descriptions sufficiently detailed that the exact item can be found by its description if at all possible.

If additional space is required, a spreadsheet with the required information may be attached in lieu of the above worksheet.
33. Submit budget here

34. Total dollar amount requested (including tax) *

42939.00

35. If there are any warranties for items in your application, what do they cover?

Not applicable

Letters of Consideration and Comments

Please use the attached template that can be found here for facilities:
https://drive.google.com/file/d/1JRXP5ub4qF1GtImq3KDXePbZv97EV/view?usp=sharing

Please use the attached template that can be found here for IT:
https://drive.google.com/file/d/1k8FXgXhFROQ4k8PnKtSr2FYM7M0xeiU/view?usp=sharing

Please use the attached template that can be found here for Fiscal and Audit Services:
https://drive.google.com/file/d/1JDP7mgooO3IwYZC3A0Jcmi-dq3CjFzZ/view?usp=sharing

STFC suggests that proposals be reviewed by Dan Sullivan of Facility Services (2-3777; sullid@uw.edu), Adri MacArthur of IT (sanchea2@uw.edu) and Megan DeVeau of Fiscal & Audit Services (goodem@uw.edu) before being submitted. We recommend that you give these departments two weeks to review your proposal before you submit your application.

Because the campus is closed you may either upload screen shots of emails containing the same information as the Letters of Consideration or you may forward the emails to terryh@uw.edu or uwbstf@uw.edu.

36. Upload Facilities' Letter of Consideration

37. What have you done to address Facility's concerns?

No concerns reported
38. Upload IT's Letter of Consideration

No concerns reported

39. What have you done to address IT’s concerns?

No concerns reported

40. Upload Fiscal & Audit Service’s Letter of Consideration

No concerns reported

41. What have you done to address Fiscal & Audit Service’s concerns?

No concerns reported
SPECIAL REDUCED PRICE AVAILABLE FOR UW BOTHELL

Although the Navigate Student app includes valuable academic planning features similar to the UW MyPlan platform, students at Bothell would not have the ability to use these tools due to the complexity involved with adapting UW's homegrown student database to Navigate's modern infrastructure or with other updated applications or processes. In response to this limitation, EAB's Senior Director of Student Success arranged a lower price for the mobile app, which reduces the cost of implementation by nearly 50% and the annual fee by 67%.

Cost of Navigate Student app with Academic Planning: (Original Cost)
- One-time implementation charge: $29,100.00
- Annual fee: $72,500

Cost of Navigate Student app without Academic Planning: (Reduced Cost for UWB)
- One-time implementation charge: $15,000.00
- Annual fee: $24,000

DATA PRIVACY

EAB and Navigate are Family Educational Rights and Privacy Act (FERPA) compliant. The Navigate system provides role-based access, allowing access to certain data to only those users with sufficient privileges. Mobile app permissions and settings are highly customizable to ensure only educational representatives that have a legitimate need and right to see a student's information can access that information.

EAB's Privacy Policy—

EAB's overall privacy policy is available for review. Other Navigate data privacy and security information can be found online as follows:
- AWS Security and Third-Party Audits (SOC 2)
- Navigate Security Architecture
- Separation of Network Environments
- Navigate Staff Terms of Use
- Navigate Strategic Care Email Security & Privacy

MANAGEMENT OF APP NOTIFICATIONS

Students must op-in to receiving notifications from the Navigate Student app to receive the notifications set-up by UW Bothell. Students can select which types of notifications they wish to receive and can choose more than one way to receive a notification (for example, they may choose to have both a text message and email sent). Additionally, UW
Bothell can configure the app so that students automatically receive all scheduled notifications via email even if they also opted into app notifications.

The app uses the student’s UW email address and this cannot be changed by the student. However, students may enter a different cell phone number than what UW Bothell has on record. This self-reported number does not replace the number in the UW Student Database or copy over to the Navigate Staff platform (which is used by staff to send text messages outside of the app). If the student does not enter a cell phone number in the student app but elects to receive text messages, the message will instead be delivered as an email.

Notifications are only available for To-Do’s, Events, Holds, and for Personal Reminders the student sets for themselves in the app. They are not sent for Optional To-Do’s or for Tips.

COORDINATED COMMUNICATIONS PLAN

Adoption of the Navigate Student app can be an important first step in improving and streamlining university communications. Currently, UW Bothell does not have a coordinated communications plan and there is little to no visibility into the messaging activity of other units. However, by using EAB guidance and best practices for communicating with students through the app, staff will have the opportunity to coordinate and consolidate outreach at the university-level. The benefits of a coordinated communications plan include:

Reduce Duplicative and Contradictory Communications—

Staff can identity redundant or confusing messages to students, then remove them from the appropriate units’ communications plans.

Practice Prioritization During Periods of Over-Contact—

Staff can determine if message timing will conflict with more urgent outreach priorities and postpone messages that are not critical for academic progress and persistence.

Analyze Message Content—

Staff can convene a working group to analyze critical student messages for clarity and efficacy, particularly those that relate to financial matters and academic standing.

Development of a Joint Communication Calendar—

Staff can create a calendar that triages the most urgent messages for students and provides visibility into other departments’ priorities.
Student Technology Fee Request For 20-21 Funding Cycle

About the Student Technology Fee

The UW Bothell Student Technology Fee Committee defines technology as enhancing and improving the quality of student learning through technology services and equipment such as (but not limited to):

- Electronics (ie. Televisions, computers, VCR/DVD player, cameras, etc.)
- Software
- Computing systems
- Mechanical engineering (dealing with machines)

Things to Note

- Funding decisions will be based on the benefits provided to the student body.
- The UW Bothell Student Technology Fee Committee will not fund equipment that is required for course instruction.
- Immediate exclusions that will not be funded: furniture, consumable equipment or recurring maintenance, salaries for full-time or part-time staff or students, or wireless networking beyond the University’s central deployment.

Infrastructure

The Student Technology Fee Committee will fund initial infrastructure costs (that aid in supporting the technology) from the wall out. Wall mounts and cable installations are examples of infrastructure that would be funded by the committee. There are certain infrastructure costs that the STFC will not fund, such as core drilling or livening ports.

Insurance Disclaimer

Most tangible items over $2,000 with a useful life of one year or more are considered equipment. Insurance is required for these items and is not fundable by the STFC, even if the items are.

Proposal Requirements

Proposals must:

1. Show that the primary benefit is to students
2. Include a summary of student input
3. Provide a long-term plan for operation
4. Address issues of student access

Final Notes

If you are unsure if your application will qualify based on the definitions of Infrastructure and Technology, we still would encourage you to submit the application. We also recommend that you refer to our bylaws prior to submitting the application.

Please use this worksheet to prepare your proposals. All proposals will need a signed copy of the "Letter of Consideration" for both IT and Facilities. STFC suggests that proposals be reviewed by Dan Sullivan of Facility Services (2-3777; sullid@uw.edu), Adri MacArthur of IT(sanchea2@uw.edu) and Megan DeVeau of Fiscal & Audit Services (goodem@uw.edu) before being submitted. We recommend that you give these departments two weeks to review your proposal before you submit your application.
Email address *

jpefani@uw.edu

1. Proposal Title *

Campus Student Kiosk Replacements

2. Shortened/Abbreviated Proposal Title (this is just for making it easier to organize the files)

KIOSK

3. Contact Person *

Julia Pefanis

4. Email *

jpefani@uw.edu

5. Phone
6. Campus Affiliation of Submitter *

- Student
- Staff
- Faculty

7. Student Initiated? *

- Yes
- No

8. If it's not student initiated, explain why here

Much like the Open Learning Lab (OLL), the campus Kiosk computers are an open resource that students may freely use in each of our campus buildings. These computers have always been managed by Information Technology as an in-kind service provided to all students. They are frequently available even when the OLL and the Campus Library Information Commons are full.

9. Limited to UW Bothell students? (For example can Cascadia students use the resources from this proposal) *

- Yes
- No

10. Which department will house and support the equipment? *

Information Technology
11. Name of Staff/Faculty Contact Person from department *

Amy Stutesman

12. What kind of support will you be receiving from this department? Check all that apply (It's best if you have a plan for all of these): *

- Management of the item(s)
- Maintenance of the item(s)
- Security of the item(s)
- Replacement of the item(s) in the event that it is stolen or broken
- Cleaning of the item(s)
- Moving the item(s)
- Receiving, storage and surplus of the item(s)

13. What is the department's plan for overseeing and maintaining the requested technology? *

As an in-kind service, Information Technology manages the Kiosk computers with the same methodologies and technologies required to maintain and operate all other computer classrooms and labs on campus. We inventory, physically install, image, update, repair, replace, and surplus all devices using our computer lifecycle process.

14. Please submit a letter of confirmation recognizing the responsibility that the department is taking on from the Dean/Director. You can find the form here:

https://drive.google.com/file/d/1dhUlGU5dq2BDkcKMTv-F4-Aint01LaVt/view?usp=sharing
15. Is this proposal being resubmitted after being previously declined? *

- Yes
- No

16. Is this a request for the long-term account?
(Long-term funds granted must be used within three years)

- Yes
- No

17. Request Submitter has read and understands the STF guidelines
(https://www.uwb.edu/studentaffairs/stfc) *

- Yes

18. Required Consultation *

In order to ensure that equipment funded by the STF is properly maintained and overseen, it is required to be owned by a relevant UWB department or school. Before submitting this proposal, you must consult with the director or dean of a relevant UWB department or school which will take ownership of the equipment/items if funded. For example, IT check-out equipment should be endorsed by UWBIT, equipment installed in the library should be endorsed by the library, etc.

- Yes, I have consulted with a Director or Dean of a Program or School that will be responsible for housing and supporting the proposed technologies.

19. Name of Director or Dean *

Christy Long, Assistant Vice Chancellor & CIO
20. Phone Number

21. Email *

long7@uw.edu

22. Level of Access for Technologies Requested

- No Restriction: Resource may be used by all UW students. A UW NetID may be required for use.
- Registration Restriction: Resource may be used by all UW students once registered with the resource owner. Note that registration is not an application and may not be denied.
- Appointment Restriction: Resource may be used by all UW students by appointment with the resource owner.
- Priority Restriction: Resource may be used by all UW students, but certain students receive priority or are exempted from registration or appointment requirements.
- Restricted Resource: Resource use is restricted to certain students or an application is required for use.

23. If the level of access is not “No Restriction”, explain why, and what benefit there is in restricting access to the technology:

N/A
The Campus Kiosk Computers have all reached the end of life and will lapse from warranty in September 2021. Our proposed timeline would remove and replace all 34 workstations by warranty expiration prior to the beginning of Fall Quarter 2021. We propose replacing all desktops with All-in-one (AIO) Dell OptiPlex models with touch screen for accessibility needs. The AIO models are also ergonomic with height-adjustable stands. All units will be covered by Accidental Damage and Handling coverage in the event that the computers are damaged.

In order to maintain the longevity of the devices, we recommend that the desktops match the computing power of the Open Learning Lab and Campus Library Information Commons computers for a more consistent student experience across campus.

All desks, power, and network connections needed are already in place. Computer models requested are supported models by the UWB IT department.

Information Technology infrastructure: UWB Domain and DHCP, UWB Workstation Management service, UW and UW Bothell licensed software.

This proposal would update the aging student kiosk computers used primarily for drop-in computing by UWB students. All computers would be in student accessible public places and only require an UW NetID to use. In looking at application use data, we were surprised by the breadth of use by students. While web browser made the top two most used applications, Microsoft Word, Adobe Reader, Microsoft PowerPoint, Microsoft Excel, SPSS Statistics, and ArcMap (part of the ArcGIS suite) filled out the rest of the top eight applications. This suggests that students not only use the kiosks with great frequency, but that they are using them to complete educational work.
28. Availability for Student Use *
Describe the availability of the proposed technologies for student use.

Available to all students during building hours.

29. Installation and Implementation Timeline and Plan *
Provide a timeline in which the proposed technologies would be installed and implemented.

Provided that funding becomes available in July 2021, UWB IT Technology Support proposes the following tentative timeline to be completed ideally prior to Fall Quarter 2021:

1. Order OptiPlex desktops - July 2021
2. Receive, inventory, image devices – August 2021
3. Incremental deployment of new devices and removal of aging devices – August through September 2021

30. Supporting Department Endorsement *
Demonstrate endorsement of the proposal by the supporting department listed above.

UW Bothell Information Technology has supported Kiosk computers for over a decade. All Kiosk computers are managed and serviced by UWB IT. STF funding is the only source of Kiosk funding and is crucial for maintaining student access to these openly accessible devices.

31. Long-Term Operation Plan and Department Support *
In-kind workstation management will be provided by UWB IT for the duration of the computer lifecycle.

32. Indications for Student Support *
Include a description of why you believe the student body would support this proposal. This could come in the form of student testimonials, surveys, previous usage data, anecdotes, etc.

Our Kiosk use data tells a clear story. During the 2018-2019 school year (data from 2019-2020 is omitted due to campus closure), students used kiosk computers for 36,721 hours. Over 2,000 unique students used the computers. They used a wide variety of applications needed for educational studies including the Microsoft Office suite, ArcGIS, SPSS Statistics, Tableau, Microsoft Visual Studio, Audacity, and Google Earth. This resource is broadly used and supplements our students with easily accessible computers throughout the UW1, UW2, UW2-140, UWBB, Husky Hall, Husky Village and ELC locations.
Budget Worksheet
Please use the template attached here: https://drive.google.com/file/d/1UrNKB_CJqYu4cc0QKmK-rPqC0SR-AQWN/view?usp=sharing

Please include: delivery fees, installation costs, tax, and other potential expenses. This budget must be accurate and not estimated, as the STF Committee cannot approve expenses above the line item totals listed in this budget.

Please include item descriptions sufficiently detailed that the exact item can be found by its description if at all possible.

If additional space is required, a spreadsheet with the required information may be attached in lieu of the above worksheet.

33. Submit budget here

STF Budget - KIO...

34. Total dollar amount requested (including tax) *

67199.57

35. If there are any warranties for items in your application, what do they cover?

Yes, all OptiPlex desktops come with Dell Complete Care which covers accidental damage and handling as well as defects for up to 5 years.

Letters of Consideration and Comments
Please use the attached template that can be found here for facilities:
https://drive.google.com/file/d/1JRXP5ub4qFfGt1Moq3KDxEePbZVv97EV/view?usp=sharing

Please use the attached template that can be found here for IT:
https://drive.google.com/file/d/1k8FXgxbFRQ4k8PXnxktSr2FYMr20xeiU/view?usp=sharing

Please use the attached template that can be found here for Fiscal and Audit Services:
https://drive.google.com/file/d/1JDP7mgoo03lwYZC3A0pcmi-dq3CirFzZ/view?usp=sharing

STFC suggests that proposals be reviewed by Dan Sullivan of Facility Services (2-3777; sullid@uw.edu), Adri MacArthur of IT (sanchea2@uw.edu) and Megan DeVeau of Fiscal & Audit Services (goodem@uw.edu) before being submitted. We recommend that you give these departments two weeks to review your proposal before you submit your application.

Because the campus is closed you may either upload screen shots of emails containing the same information as the Letters of Consideration or you may forward the emails to terryh@uw.edu or uwbstf@uw.edu.
36. Upload Facilities’ Letter of Consideration

Facilities Consideration

37. What have you done to address Facility’s concerns?

No concerns present.

38. Upload IT’s Letter of Consideration

IT Consideration

39. What have you done to address IT’s concerns?

No concerns present.

40. Upload Fiscal & Audit Service’s Letter of Consideration

Fiscal and Audit Consideration

41. What have you done to address Fiscal & Audit Service’s concerns?

All purchases will be made via the UW contract with Dell EMC.

42. Is there anything else you want the committee to consider as part of your application?
43. Are there any extra files you would like to submit with the application?
Student Technology Fee Request For 20-21 Funding Cycle

About the Student Technology Fee

The UW Bothell Student Technology Fee Committee defines technology as enhancing and improving the quality of student learning through technology services and equipment such as (but not limited to):

- Electronics (ie. Televisions, computers, VCR/DVD player, cameras, etc.)
- Software
- Computing systems
- Mechanical engineering (dealing with machines)

Things to Note

- Funding decisions will be based on the benefits provided to the student body.
- The UW Bothell Student Technology Fee Committee will not fund equipment that is required for course instruction.
- Immediate exclusions that will not be funded: furniture, consumable equipment or recurring maintenance, salaries for full-time or part-time staff or students, or wireless networking beyond the University's central deployment.

Infrastructure

The Student Technology Fee Committee will fund initial infrastructure costs (that aid in supporting the technology) from the wall out. Wall mounts and cable installations are examples of infrastructure that would be funded by the committee. There are certain infrastructure costs that the STFC will not fund, such as core drilling or livening ports.

Insurance Disclaimer

Most tangible items over $2,000 with a useful life of one year or more are considered equipment. Insurance is required for these items and is not fundable by the STFC, even if the items are.

Proposal Requirements

Proposals must:
1. Show that the primary benefit is to students
2. Include a summary of student input
3. Provide a long-term plan for operation
4. Address issues of student access

Final Notes

If you are unsure if your application will qualify based on the definitions of Infrastructure and Technology, we still would encourage you to submit the application. We also recommend that you refer to our bylaws prior to submitting the application.

Please use this worksheet to prepare your proposals. All proposals will need a signed copy of the "Letter of Consideration" for both IT and Facilities. STFC suggests that proposals be reviewed by Dan Sullivan of Facility Services (2-3777; sullid@uw.edu), Adri MacArthur of IT(sanchea2@uw.edu) and Megan DeVeau of Fiscal & Audit Services (goodem@uw.edu) before being submitted. We recommend that you give these departments two weeks to review your proposal before you submit your application.
<table>
<thead>
<tr>
<th><strong>1. Proposal Title</strong></th>
<th>Student Hotspot Service Plan Request</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2. Shortened/Abbreviated Proposal Title</strong> (this is just for making it easier to organize the files)</td>
<td>SHSP</td>
</tr>
<tr>
<td><strong>3. Contact Person</strong></td>
<td>Amy Stutesman</td>
</tr>
<tr>
<td><strong>4. Email</strong></td>
<td><a href="mailto:astutes@uw.edu">astutes@uw.edu</a></td>
</tr>
<tr>
<td><strong>5. Phone</strong></td>
<td>N/A</td>
</tr>
</tbody>
</table>
6. Campus Affiliation of Submitter *

- Student
- Staff
- Faculty

7. Student Initiated? *

- Yes
- No

8. If it's not student initiated, explain why here

This request is to fund the monthly data plans associated with the Hotspots that were approved in an Emergency STF session in March 2020 to provide students access to internet when the campus moved to remote operations. We are requesting 12 months of Internet (data) service for these hotspot devices. This is necessary in order to continue providing access to students who need Internet.

This service has proved popular over the last year which indicates that the hotspots are filling a need for students who may not have sufficient internet access. We are requesting funds to continue the service through the next year. We will monitor usage over the next year as we move out of remote operations and this will allow us to assess long-term need for future requests.

9. Limited to UW Bothell students? (For example can Cascadia students use the resources from this proposal) *

- Yes
- No
10. Which department will house and support the equipment? *

UW Bothell Information Technology

11. Name of Staff/Faculty Contact Person from department *

Amy Stutesman

12. What kind of support will you be receiving from this department? Check all that apply (It's best if you have a plan for all of these): *

- [x] Management of the item(s)
- [ ] Maintenance of the item(s)
- [ ] Security of the item(s)
- [x] Replacement of the item(s) in the event that it is stolen or broken
- [x] Cleaning of the item(s)
- [ ] Moving the item(s)
- [x] Receiving, storage and surplus of the item(s)

13. What is the department's plan for overseeing and maintaining the requested technology? *

UWB IT manages these resources using our existing checkout procedures and tools (including new COVID-19 precautions and processes as applicable).

14. Please submit a letter of confirmation recognizing the responsibility that the department is taking on from the Dean/Director. You can find the form here:

https://drive.google.com/file/d/1dhUlGU5dq2BDkcKMTv-F4-Aint01LaVt/view?usp=sharing *

[Director-Dean-ap...]

15. Is this proposal being resubmitted after being previously declined? *

- Yes
- No

16. Is this a request for the long-term account?
(Long-term funds granted must be used within three years)

- Yes
- No

17. Request Submitter has read and understands the STF guidelines
(https://www.uwb.edu/studentaffairs/stfc) *

- Yes

18. Required Consultation *

In order to ensure that equipment funded by the STF is properly maintained and overseen, it is required to be owned by a relevant UWB department or school. Before submitting this proposal, you must consult with the director or dean of a relevant UWB department or school which will take ownership of the equipment/items if funded. For example, IT check-out equipment should be endorsed by UWBIT, equipment installed in the library should be endorsed by the library, etc.

- Yes, I have consulted with a Director or Dean of a Program or School that will be responsible for housing and supporting the proposed technologies.

19. Name of Director or Dean *

Christy Long, Assistant Vice Chancellor for IT and Chief Information Technology Officer
We are requesting funding for the monthly data plan associated with the existing 50 hotspots that were purchased in March 2020. The monthly data plan costs are required to keep the hotspot program running. These hot spot routers provide 4G-LTE coverage offering Wi-Fi 802.11b/g/n/ac 2.4GHz & 5GHz (dual-band, dual-concurrent).
There are no other hotspot loan programs on campus.

The hot spot check-out service utilizes UWB IT's existing check-out system (WebCheckOut).

The service provides access to a consistent and reliable internet connection in order to complete online activities.

We have developed technology exchange pick-up and drop-off processes for equipment. During remote instruction, hotspots are being checked out for an academic quarter and will be renewed if the student still needs access to this service. In a time of normal business operations, hotspots will be available during posted IT equipment checkout service hours and loan periods.

This service is currently available to students. Approval of this request would allow the hotspot devices to continue to be utilized over this next academic year (AY 21-22).
IT is the supporting and requesting department. This is endorsed by our CIO, see above for explanation of service need.

We are requesting data plans for 12 months. Data plan payments are monthly. If this proposal is not renewed, the service will be discontinued.

Include a description of why you believe the student body would support this proposal. This could come in the form of student testimonials, surveys, previous usage data, anecdotes, etc.

This service has been a valuable resource for students. There is a very high checkout rate for the hotspots. On average 89% of the hotspots are checked-out to students. The average checkout length for students has been 44 weeks which indicates a level of on-going need.

Anecdotally, we have heard that some students do not have consistent access to Internet, affecting their ability to access courses and complete coursework. This proposal benefits UW Bothell students in both the near and long-term.

Budget Worksheet
Please use the template attached here: https://drive.google.com/file/d/1UrNKB_CJqYu4cc0QKmK-rPqC0SR-AQWN/view?usp=sharing

Please include: delivery fees, installation costs, tax, and other potential expenses. This budget must be accurate and not estimated, as the STF Committee cannot approve expenses above the line item totals listed in this budget.

Please include item descriptions sufficiently detailed that the exact item can be found by its description if at all possible.

If additional space is required, a spreadsheet with the required information may be attached in lieu of the above worksheet.

33. Submit budget here
34. Total dollar amount requested (including tax) *

27235

---

35. If there are any warranties for items in your application, what do they cover?

N/A

---

Letters of Consideration and Comments

Please use the attached template that can be found here for facilities:
https://drive.google.com/file/d/1JRXP5ub4qFIr7Tq3KDxXPePbZYVw97EV/view?usp=sharing

Please use the attached template that can be found here for IT:
https://drive.google.com/file/d/1k8FXghbFRQ4k8PXnXktSr2FYMz0xeiU/view?usp=sharing

Please use the attached template that can be found here for Fiscal and Audit Services:
https://drive.google.com/file/d/1JDP7mg00O3IwYZ3A0pcmi-dq3CirFzZ/view?usp=sharing

STFC suggests that proposals be reviewed by Dan Sullivan of Facility Services (2-3777; sullid@uw.edu), Adri MacArthur of IT (sanchea@uw.edu) and Megan DeVeau of Fiscal & Audit Services (goodem@uw.edu) before being submitted. We recommend that you give these departments two weeks to review your proposal before you submit your application.

Because the campus is closed you may either upload screen shots of emails containing the same information as the Letters of Consideration or you may forward the emails to terryh@uw.edu or uwbstf@uw.edu.

---

36. Upload Facilities' Letter of Consideration

- STF Facilities Review

---

37. What have you done to address Facility's concerns?

No concerns raised.

---

38. Upload IT's Letter of Consideration

- IT Review - Amy
39. What have you done to address IT's concerns?

No concerns raised.

40. Upload Fiscal & Audit Service’s Letter of Consideration

41. What have you done to address Fiscal & Audit Service's concerns?

Question came up about insuring the hotspots. This was just a point of confusion as the hotspots are not insured.

42. Is there anything else you want the committee to consider as part of your application?

I tried to submit this earlier, but did not receive a copy, so, apologies if this is a duplicate request.

43. Are there any extra files you would like to submit with the application?
Student Technology Fee Request For 20-21 Funding Cycle

About the Student Technology Fee

The UW Bothell Student Technology Fee Committee defines technology as enhancing and improving the quality of student learning through technology services and equipment such as (but not limited to):

- Electronics (i.e. Televisions, computers, VCR/DVD player, cameras, etc.)
- Software
- Computing systems
- Mechanical engineering (dealing with machines)

Things to Note

- Funding decisions will be based on the benefits provided to the student body.
- The UW Bothell Student Technology Fee Committee will not fund equipment that is required for course instruction.
- Immediate exclusions that will not be funded: furniture, consumable equipment or recurring maintenance, salaries for full-time or part-time staff or students, or wireless networking beyond the University's central deployment.

Infrastructure

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Proposal Requirements

Proposals must:
1. Show that the primary benefit is to students
2. Include a summary of student input
3. Provide a long-term plan for operation
4. Address issues of student access

Final Notes

If you are unsure if your application will qualify based on the definitions of Infrastructure and Technology, we still would encourage you to submit the application. We also recommend that you refer to our bylaws prior to submitting the application.

Please use this worksheet to prepare your proposals. All proposals will need a signed copy of the "Letter of Consideration" for both IT and Facilities. STFC suggests that proposals be reviewed by Dan Sullivan of Facility Services (2-3777; sullid@uw.edu), Adri MacArthur of IT (sanchea2@uw.edu) and Megan DeVeau of Fiscal & Audit Services (goodem@uw.edu) before being submitted. We recommend that you give these departments two weeks to review your proposal before you submit your application.
Email address *
uwblts@uw.edu

1. Proposal Title *
Student-Use Computers in the Campus Library

2. Shortened/Abbreviated Proposal Title (this is just for making it easier to organize the files)
LibraryStudentUseComputers

3. Contact Person *
Tom Mahon

4. Email *
uwblts@uw.edu

5. Phone
425-352-3450
6. Campus Affiliation of Submitter *

- Student
- Staff
- Faculty

7. Student Initiated? *

- Yes
- No

8. If it's not student initiated, explain why here

Continuing technology request in support of student work

9. Limited to UW Bothell students? (For example can Cascadia students use the resources from this proposal) *

- Yes
- No

10. Which department will house and support the equipment? *

UWB/CC Campus Library
11. Name of Staff/Faculty Contact Person from department *

Tom Mahon

12. What kind of support will you be receiving from this department? Check all that apply (It's best if you have a plan for all of these): *

- Management of the item(s)
- Maintenance of the item(s)
- Security of the item(s)
- Replacement of the item(s) in the event that it is stolen or broken
- Cleaning of the item(s)
- Moving the item(s)
- Receiving, storage and surplus of the item(s)

13. What is the department's plan for overseeing and maintaining the requested technology? *

UWB/CC Campus Library staff will facilitate the management, maintenance, security, replacement, cleaning, moving, and oversight of the requested technology. No support by UWB Information Technologies, Facility Services, Fiscal & Audit Services, or Space Planning is needed.

14. Please submit a letter of confirmation recognizing the responsibility that the department is taking on from the Dean/Director. You can find the form here:

https://drive.google.com/file/d/1dhUlGU5dq2BDkcKMTv-F4-Aint01LaVt/view?usp=sharing
Yes, I have consulted with a Director or Dean of a Program or School that will be responsible for housing and supporting the proposed technologies.

Sarah Leadley
20. Phone Number
425-352-5387

21. Email *
leadley@uw.edu

22. Level of Access for Technologies Requested

- No Restriction: Resource may be used by all UW students. A UW NetID may be required for use.
- Registration Restriction: Resource may be used by all UW students once registered with the resource owner. Note that registration is not an application and may not be denied.
- Appointment Restriction: Resource may be used by all UW students by appointment with the resource owner.
- Priority Restriction: Resource may be used by all UW students, but certain students receive priority or are exempted from registration or appointment requirements.
- Restricted Resource: Resource use is restricted to certain students or an application is required for use.

23. If the level of access is not “No Restriction”, explain why, and what benefit there is in restricting access to the technology:
The UWB curriculum places great value on research, writing and the use of technology to support course related activities, such as research, presentations, online Learning Management Systems, and email. The student-use computers in the Campus Library provide access to all of these resources during all hours the Library is open (includes evenings and weekends) with support from our Library Student Technology Consultants, providing students access to supported computing resources beyond normal business hours. In order to operate under warranty, and run current software, these computers must be replaced on a regular basis to ensure student access to reliable and current computing technology. In 2019, the library changed the student-use computer replacement cycle from 4 years to 5 years, so we are now in the third year of purchasing for all 96 machines on a 5-year cycle. Using the currently agreed-upon 67/33 cost-sharing split between UWB STF and Cascadia STF respectively, we seek UWB Student Technology Fee funding to replace thirteen (13) of the nineteen (19) oldest student-use computers, and we will ask that Cascadia STF fund the replacement of the other six (6) computers. Any reduction in this year’s STF funding will result in an immediate reduction in the number of student-use computers available in the Library as those out of warranty are removed.

Library Technology Services staff deploy and maintain all Library computers. Research Librarians, Student Technology Consultants and other Library staff support students using Library computers.

These items will replace existing older items, so they will use the pre-existing locations, power strips, and network connections (as needed).

This program ensures the availability of current technology for students using the computers in the Campus Library to pursue their academic goals and provide access to campus technology resources in an efficient, convenient manner.
28. Availability for Student Use *

Describe the availability of the proposed technologies for student use.

These new computers would be available to all students on a first come, first served basis all the hours the library is open.

29. Installation and Implementation Timeline and Plan *

Provide a timeline in which the proposed technologies would be installed and implemented.

Installation would occur after all items are received, inspected and imaged, and then scheduled in phases to minimize impact on student use of existing computing resources. Only the Campus Library's Library Technology Services staff will be involved in the implementation of this request.

30. Supporting Department Endorsement *

Demonstrate endorsement of the proposal by the supporting department listed above.

“I endorse this request for funding to purchase computers to support the academic work of students on the UWB/CC campus. I believe it is essential that students have access to high quality computing resources, particularly those students who may not have sufficient access to a personal computer or study space at home. Library computers are heavily used, and the regular replacement cycle ensures that students have access to robust computing resources and up-to-date software. Since the Library’s Information Commons is staffed by Research Librarians and Technology Consultants, students have help available at their point of need. “

– Sarah Leadley, Associate Dean of UW Libraries & Director of UWB/CC Library
31. Long-Term Operation Plan and Department Support *

The Campus Library agrees to incur related ongoing costs for providing this support, including technical troubleshooting, maintenance, and user education. These in-kind costs include facilitating the repair or replacement of broken, lost, or stolen items by arranging warranty service or submitting additional funding requests in subsequent STF cycles.

Other in-kind benefits include:

• Hiring, training, supervising of Student Technology Consultants and staff to support technology
• In-person and telephone user support for library technology all hours the Library is open.
• Troubleshooting unresolved hardware and software issues with escalation to Vendor for warranty service requests
• Creation and maintenance of print and web documentation pertaining to technology resources
• Administration of asset management, including lifecycle use and surplus.
• Hiring, training, supervising of Student Technology Consultants and staff to support this technology
• In-person and telephone user support for this technology all hours the Library is open.
• Troubleshooting issues, escalation to Vendor, and oversight of warranty requests
• Creation of print and web documentation pertaining to the use of these resources in the library
• Use of deployment tools to manage computer imaging and application updates for this technology
• Administration of this technology, including asset management, lifecycle use, and surplus.

32. Indications for Student Support *

Include a description of why you believe the student body would support this proposal. This could come in the form of student testimonials, surveys, previous usage data, anecdotes, etc.

Continuing technology request in support of student work

Budget Worksheet

Please use the template attached here: https://drive.google.com/file/d/1UrNKB_CJgYu4cc0QKmK-rPqC0SR-AQWN/view?usp=sharing

Please include: delivery fees, installation costs, tax, and other potential expenses. This budget must be accurate and not estimated, as the STF Committee cannot approve expenses above the line item totals listed in this budget.

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33. Submit budget here

2021UWSTF-Li...
34. Total dollar amount requested (including tax) *

27297.27

35. If there are any warranties for items in your application, what do they cover?

5 year onsite parts and labor

Letters of Consideration and Comments

Please use the attached template that can be found here for facilities: https://drive.google.com/file/d/1JRXP5ub4qFlGIrIQq3KDxEePbZVv97EV/view?usp=sharing

Please use the attached template that can be found here for IT: https://drive.google.com/file/d/1k8FXgxbFRQ4k8PXnxktSr2FYMz0xeiU/view?usp=sharing

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36. Upload Facilities' Letter of Consideration

37. What have you done to address Facility's concerns?

n/a

38. Upload IT's Letter of Consideration
39. What have you done to address IT's concerns?

n/a

40. Upload Fiscal & Audit Service’s Letter of Consideration

FiscalServicesLe...

41. What have you done to address Fiscal & Audit Service’s concerns?

n/a

42. Is there anything else you want the committee to consider as part of your application?

n/a

43. Are there any extra files you would like to submit with the application?

This form was created inside of UW.

Google Forms
Student Technology Fee Request For 20-21 Funding Cycle

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Infrastructure

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Proposal Requirements

Proposals must:
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2. Include a summary of student input
3. Provide a long-term plan for operation
4. Address issues of student access

Final Notes

If you are unsure if your application will qualify based on the definitions of Infrastructure and Technology, we still would encourage you to submit the application. We also recommend that you refer to our bylaws prior to submitting the application.

Please use this worksheet to prepare your proposals. All proposals will need a signed copy of the “Letter of Consideration” for both IT and Facilities. STFC suggests that proposals be reviewed by Dan Sullivan of Facility Services (sullid@uw.edu), Adri MacArthur of IT (sanchea2@uw.edu) and Megan DeVeau of Fiscal & Audit Services (goodem@uw.edu) before being submitted. We recommend that you give these departments two weeks to review your proposal before you submit your application.
<table>
<thead>
<tr>
<th><strong>1. Proposal Title</strong> *</th>
<th>Student-Use Accessible Workstations in the Campus Library</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2. Shortened/Abbreviated Proposal Title</strong> (this is just for making it easier to organize the files)</td>
<td>LibraryAccessibleWorkstations</td>
</tr>
<tr>
<td><strong>3. Contact Person</strong> *</td>
<td>Tom Mahon</td>
</tr>
<tr>
<td><strong>4. Email</strong> *</td>
<td><a href="mailto:uwblts@uw.edu">uwblts@uw.edu</a></td>
</tr>
<tr>
<td><strong>5. Phone</strong></td>
<td>425-352-3450</td>
</tr>
</tbody>
</table>
6. Campus Affiliation of Submitter *

- Student
- Staff
- Faculty

7. Student Initiated? *

- Yes
- No

8. If it's not student initiated, explain why here

Continuing technology request in support of student work

9. Limited to UW Bothell students? (For example can Cascadia students use the resources from this proposal) *

- Yes
- No

10. Which department will house and support the equipment? *

UWB/CC Campus Library
11. Name of Staff/Faculty Contact Person from department *
Tom Mahon

12. What kind of support will you be receiving from this department? Check all that apply (It's best if you have a plan for all of these): *
- Management of the item(s)
- Maintenance of the item(s)
- Security of the item(s)
- Replacement of the item(s) in the event that it is stolen or broken
- Cleaning of the item(s)
- Moving the item(s)
- Receiving, storage and surplus of the item(s)

13. What is the department's plan for overseeing and maintaining the requested technology? *

The UWB/CC Campus Library staff will facilitate the management, maintenance, security, replacement, cleaning, moving, and oversight of the requested technology. No support by UWB Information Technologies, Facility Services, Fiscal & Audit Services, or Space Planning is needed.

14. Please submit a letter of confirmation recognizing the responsibility that the department is taking on from the Dean/Director. You can find the form here:

https://drive.google.com/file/d/1dhUlGU5dq2BDkcKMTv-F4-Aint01LaVt/view?usp=sharing *
15. Is this proposal being resubmitted after being previously declined? *

☐ Yes

☐ No

16. Is this a request for the long-term account?  
(Long-term funds granted must be used within three years)

☐ Yes

☐ No

17. Request Submitter has read and understands the STF guidelines  
(https://www.uwb.edu/studentaffairs/stfc) *

☐ Yes

18. Required Consultation *

In order to ensure that equipment funded by the STF is properly maintained and overseen, it is required to be owned by a relevant UWB department or school. Before submitting this proposal, you must consult with the director or dean of a relevant UWB department or school which will take ownership of the equipment/items if funded. For example, IT check-out equipment should be endorsed by UWBIT, equipment installed in the library should be endorsed by the library, etc.

☐ Yes, I have consulted with a Director or Dean of a Program or School that will be responsible for housing and supporting the proposed technologies.

19. Name of Director or Dean *

Sarah Leadley
20. Phone Number
425-352-5387

21. Email *
leadley@uw.edu

22. Level of Access for Technologies Requested

- **No Restriction**: Resource may be used by all UW students. A UW NetID may be required for use.
- Registration Restriction: Resource may be used by all UW students once registered with the resource owner. Note that registration is not an application and may not be denied.
- Appointment Restriction: Resource may be used by all UW students by appointment with the resource owner.
- Priority Restriction: Resource may be used by all UW students, but certain students receive priority or are exempted from registration or appointment requirements.
- Restricted Resource: Resource use is restricted to certain students or an application is required for use.

23. If the level of access is not “No Restriction”, explain why, and what benefit there is in restricting access to the technology:
In order to provide more options for accessible student study spaces, the Campus Library seeks UW Bothell STF funding to purchase four (4) electronically height-adjustable workstations to continue replacing older, existing workstations throughout the Library. This would increase the flexibility of these study spaces, and enable students of all abilities to use them while studying in the library. We are also requesting funds from Cascadia STF to purchase another two (2) accessible workstations, for a total of six (6). This means that we are asking UWB to fund 4, and Cascadia to fund 2, using the current agreed-upon 67/33 cost-sharing split between UWB STF and Cascadia STF respectively, for a total of 6 units.

Currently, the Campus Library has many older study/computer workstations, originally purchased when the campus was built, that are not as accessible as workstations recently added to the Open Learning Lab and other study/computing spaces on campus. Some of our computing workstations are equipped with adjustable keyboard trays allowing some flexibility for students, but these workspaces do not provide the accessibility of a truly height-adjustable, accessible work surface.

These items will replace existing older items, so they will use the pre-existing locations, power strips, and network connections (as needed).

Students studying in the Campus Library would have access to a greater number of height-adjustable workstations to meet their individual comfort, needs, and abilities.
The height-adjustable workstations would be available to users of all abilities studying in the library, but priority would be given to those users who require the height-adjustable functionality.

Installation would occur after all items are received and inspected, and then scheduled in phases to minimize impact on student use of existing resources. Only the Campus Library's Library Technology Services staff will be involved in the implementation of this request.

“I endorse this request for funding to purchase electronic height-adjustable accessible workstations for study areas in the Library to support the academic work of all students on the UWB/CC campus. I believe it is essential that students have inclusive access to high quality study spaces, particularly those students who may not have sufficient access to an inclusive study space at home, or when seeking spaces to collaborate with classmates. Library study spaces are heavily used, and the ability to study independently, and to effectively collaborate for group work is in high demand.”

– Sarah Leadley, Associate Dean of UW Libraries & Director of UWB/CC Library

The Campus Library agrees to incur related ongoing costs for providing this support, including technical troubleshooting, maintenance, and user education. These in-kind costs include facilitating the repair or replacement of broken, lost, or stolen items by arranging warranty service or submitting additional funding requests in subsequent STF cycles.

Other in-kind benefits include:

• Hiring, training, supervising of Student Technology Consultants and staff to support technology
• In-person and telephone user support for library technology all hours the Library is open.
• Troubleshooting unresolved hardware and software issues with escalation to Vendor for warranty service requests
• Creation and maintenance of print and web documentation pertaining to technology resources
• Administration of asset management, including lifecycle use and surplus.
32. Indications for Student Support *
Include a description of why you believe the student body would support this proposal. This could come in the form of student testimonials, surveys, previous usage data, anecdotes, etc.

Continuing technology request in support of student work

---

Budget Worksheet
Please use the template attached here: https://drive.google.com/file/d/1UrNKB_CJgYu4cc0QKmK-rPqC0SR-AQWN/view?usp=sharing

Please include: delivery fees, installation costs, tax, and other potential expenses. This budget must be accurate and not estimated, as the STF Committee cannot approve expenses above the line item totals listed in this budget.

Please include item descriptions sufficiently detailed that the exact item can be found by its description if at all possible.

If additional space is required, a spreadsheet with the required information may be attached in lieu of the above worksheet.

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33. Submit budget here

34. Total dollar amount requested (including tax) *
8939.70

35. If there are any warranties for items in your application, what do they cover?
90 days parts and labor
Letters of Consideration and Comments

Please use the attached template that can be found here for facilities:
https://drive.google.com/file/d/1JRXP5ub4qFlGtIMq3K DxEpBzVWv97EV/view?usp=sharing

Please use the attached template that can be found here for IT:
https://drive.google.com/file/d/1k8FXgxhbFRQ4k8PXnxktSr2FYMyez0xOeiU/view?usp=sharing

Please use the attached template that can be found here for Fiscal and Audit Services:
https://drive.google.com/file/d/1JDP7mgooO3lwyZC3A0pcmi-dq3CirFzZ/view?usp=sharing

STFC suggests that proposals be reviewed by Dan Sullivan of Facility Services (2-3777; sullid@uw.edu), Adri MacArthur of IT (sanchea2@uw.edu) and Megan DeVeau of Fiscal & Audit Services (goodem@uw.edu) before being submitted. We recommend that you give these departments two weeks to review your proposal before you submit your application.

Because the campus is closed you may either upload screen shots of emails containing the same information as the Letters of Consideration or you may forward the emails to terryh@uw.edu or uwbstf@uw.edu.

36. Upload Facilities' Letter of Consideration

37. What have you done to address Facility's concerns?

n/a

38. Upload IT's Letter of Consideration

39. What have you done to address IT's concerns?

n/a

40. Upload Fiscal & Audit Service's Letter of Consideration
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>41. What have you done to address Fiscal &amp; Audit Service's concerns?</td>
<td>n/a</td>
</tr>
<tr>
<td>42. Is there anything else you want the committee to consider as part of your application?</td>
<td></td>
</tr>
<tr>
<td>43. Are there any extra files you would like to submit with the application?</td>
<td></td>
</tr>
</tbody>
</table>
Student Technology Fee Request For 20-21 Funding Cycle

About the Student Technology Fee

The UW Bothell Student Technology Fee Committee defines technology as enhancing and improving the quality of student learning through technology services and equipment such as (but not limited to):

- Electronics (ie. Televisions, computers, VCR/DVD player, cameras, etc.)
- Software
- Computing systems
- Mechanical engineering (dealing with machines)

Things to Note

- Funding decisions will be based on the benefits provided to the student body.
- The UW Bothell Student Technology Fee Committee will not fund equipment that is required for course instruction.
- Immediate exclusions that will not be funded: furniture, consumable equipment or recurring maintenance, salaries for full-time or part-time staff or students, or wireless networking beyond the University’s central deployment.

Infrastructure

The Student Technology Fee Committee will fund initial infrastructure costs (that aid in supporting the technology) from the wall out. Wall mounts and cable installations are examples of infrastructure that would be funded by the committee. There are certain infrastructure costs that the STFC will not fund, such as core drilling or livening ports.

Insurance Disclaimer

Most tangible items over $2,000 with a useful life of one year or more are considered equipment. Insurance is required for these items and is not fundable by the STFC, even if the items are.

Proposal Requirements

Proposals must:
1. Show that the primary benefit is to students
2. Include a summary of student input
3. Provide a long-term plan for operation
4. Address issues of student access

Final Notes

If you are unsure if your application will qualify based on the definitions of Infrastructure and Technology, we still would encourage you to submit the application. We also recommend that you refer to our bylaws prior to submitting the application.

Please use this worksheet to prepare your proposals. All proposals will need a signed copy of the “Letter of Consideration” for both IT and Facilities. STFC suggests that proposals be reviewed by Dan Sullivan of Facility Services (2-3777; sullid@uw.edu), Adri MacArthur of IT(sanchea2@uw.edu) and Megan DeVeau of Fiscal & Audit Services (goodem@uw.edu) before being submitted. We recommend that you give these departments two weeks to review your proposal before you submit your application.
1. Proposal Title *

Student-Use Device Chargers in the Campus Library

2. Shortened/Abbreviated Proposal Title (this is just for making it easier to organize the files)

LibraryDeviceChargers

3. Contact Person *

Tom Mahon

4. Email *

uwblts@uw.edu

5. Phone

425-352-3450
6. Campus Affiliation of Submitter *

- Student
- Staff
- Faculty

7. Student Initiated? *

- Yes
- No

8. If it's not student initiated, explain why here

Continuing technology request in support of student work

9. Limited to UW Bothell students? (For example can Cascadia students use the resources from this proposal) *

- Yes
- No

10. Which department will house and support the equipment? *

UWB/CC Campus Library
11. Name of Staff/Faculty Contact Person from department *

Tom Mahon

12. What kind of support will you be receiving from this department? Check all that apply (It's best if you have a plan for all of these): *

- Management of the item(s)
- Maintenance of the item(s)
- Security of the item(s)
- Replacement of the item(s) in the event that it is stolen or broken
- Cleaning of the item(s)
- Moving the item(s)
- Receiving, storage and surplus of the item(s)

13. What is the department's plan for overseeing and maintaining the requested technology? *

The UWB/CC Campus Library staff will facilitate the management, maintenance, security, replacement, cleaning, moving, and oversight of the requested technology. No support by UWB Information Technologies, Facility Services, Fiscal & Audit Services, or Space Planning is needed.

14. Please submit a letter of confirmation recognizing the responsibility that the department is taking on from the Dean/Director. You can find the form here:

https://drive.google.com/file/d/1dhUlGU5dq2BDkcKMTv-F4-Aint01LaVt/view?usp=sharing *

2021UWBSTF-Li...
15. Is this proposal being resubmitted after being previously declined? *
- Yes
- No

16. Is this a request for the long-term account?
(Long-term funds granted must be used within three years)
- Yes
- No

17. Request Submitter has read and understands the STF guidelines
(https://www.uwb.edu/studentaffairs/stfc) *
- Yes

18. Required Consultation *
In order to ensure that equipment funded by the STF is properly maintained and overseen, it is required to be owned by a relevant UWB department or school. Before submitting this proposal, you must consult with the director or dean of a relevant UWB department or school which will take ownership of the equipment/items if funded. For example, IT check-out equipment should be endorsed by UWBIT, equipment installed in the library should be endorsed by the library, etc.

- Yes, I have consulted with a Director or Dean of a Program or School that will be responsible for housing and supporting the proposed technologies.

19. Name of Director or Dean *
Sarah Leadley
20. Phone Number
425-352-5387

21. Email *
leadley@uw.edu

22. Level of Access for Technologies Requested

- No Restriction: Resource may be used by all UW students. A UW NetID may be required for use.
- Registration Restriction: Resource may be used by all UW students once registered with the resource owner. Note that registration is not an application and may not be denied.
- Appointment Restriction: Resource may be used by all UW students by appointment with the resource owner.
- Priority Restriction: Resource may be used by all UW students, but certain students receive priority or are exempted from registration or appointment requirements.
- Restricted Resource: Resource use is restricted to certain students or an application is required for use.

23. If the level of access is not “No Restriction”, explain why, and what benefit there is in restricting access to the technology:
Student learning takes many forms and occurs on many different student devices, including tablets and cell phones. These devices allow students to access course materials remotely, perform research, communicate and help keep their academic lives organized. The need to keep these devices charged is not only one of productivity, but also peace of mind. During a long day of classes and studying, some devices may require recharging, but students often forget, or choose not to carry their cables with them. Based on the 2017 pilot for the demand for such a service, as well as the recent placement of an additional device charging station in the building, the Campus Library is requesting UW Bothell STF funding to purchase three (3) of four (4) mobile device charging stations. This would enable all students to charge their phones or other devices while studying in the Library. The charging stations include cables for charging most types of phones and tablets. In addition, we are requesting Cascadia STF funds to purchase one (1) of four (4) charging stations. This funding request is based on an approximate 67/33 cost-sharing split between UWB STF and Cascadia STF respectively.

Library Technology Services staff will deploy and maintain this technology. Research Librarians, Student Technology Consultants and other Library staff will support students using this technology. These items will replace existing older items, so they will use the pre-existing locations, power strips, and network connections (as needed).

This program ensures the availability of charging technology for students using their devices in the Campus Library to pursue their academic goals and provide access to campus technology resources in an efficient, convenient manner.
28. Availability for Student Use *
Describe the availability of the proposed technologies for student use.

These devices would be available to all students on a first come, first served basis all the hours the library is open.

29. Installation and Implementation Timeline and Plan *
Provide a timeline in which the proposed technologies would be installed and implemented.

Installation would occur after all items are received and inspected, and then scheduled in phases to minimize impact on student use of existing resources. Only the Campus Library's Library Technology Services staff will be involved in the implementation of this request.

30. Supporting Department Endorsement *
Demonstrate endorsement of the proposal by the supporting department listed above.

“I endorse this request for funding the addition of mobile device chargers in study areas in the Library to support the needs of students on the UWB/CC campus. I believe it is essential that students have access to high quality technology resources, and since Library study spaces are heavily used, the ability to power and recharge devices while studying independently, or in groups may be a great benefit to them “

– Sarah Leadley, Associate Dean of UW Libraries & Director of UWB/CC Library

31. Long-Term Operation Plan and Department Support *
The Campus Library agrees to incur related ongoing costs for providing this support, including technical troubleshooting, maintenance, and user education. These in-kind costs include facilitating the repair or replacement of broken, lost, or stolen items by arranging warranty service or submitting additional funding requests in subsequent STF cycles.
Other in-kind benefits include:
• Hiring, training, supervising of Student Technology Consultants and staff to support technology
• In-person and telephone user support for library technology all hours the Library is open.
• Troubleshooting unresolved hardware and software issues with escalation to Vendor for warranty service requests
• Creation and maintenance of print and web documentation pertaining to technology resources
• Administration of asset management, including lifecycle use and surplus.
32. Indications for Student Support *

Include a description of why you believe the student body would support this proposal. This could come in the form of student testimonials, surveys, previous usage data, anecdotes, etc.

Continuing technology request in support of student work

Budget Worksheet

Please use the template attached here: https://drive.google.com/file/d/1UrNKB_CJgYu4ccOQKmK-rPgC0SR-AQWN/view?usp=sharing

Please include: delivery fees, installation costs, tax, and other potential expenses. This budget must be accurate and not estimated, as the STF Committee cannot approve expenses above the line item totals listed in this budget.

Please include item descriptions sufficiently detailed that the exact item can be found by its description if at all possible.

If additional space is required, a spreadsheet with the required information may be attached in lieu of the above worksheet.

33. Submit budget here

34. Total dollar amount requested (including tax) *

1732.43

35. If there are any warranties for items in your application, what do they cover?

90 days parts and labor
Letters of Consideration and Comments

Please use the attached template that can be found here for facilities:
https://drive.google.com/file/d/1JRXP5ub4qFI7tiMq3KdxEePbZVv97EV/view?usp=sharing

Please use the attached template that can be found here for IT:
https://drive.google.com/file/d/1k8FXgxhbFRQk8PXnxktSr2FYMz0xeiU/view?usp=sharing

Please use the attached template that can be found here for Fiscal and Audit Services:
https://drive.google.com/file/d/1JDP7mgooO3lwYZC3A0pcmi-dq3CirFzZ/view?usp=sharing

STFC suggests that proposals be reviewed by Dan Sullivan of Facility Services (2-3777; sullid@uw.edu), Adri MacArthur of IT (sanchea2@uw.edu) and Megan DeVeau of Fiscal & Audit Services (goodem@uw.edu) before being submitted. We recommend that you give these departments two weeks to review your proposal before you submit your application.

Because the campus is closed you may either upload screen shots of emails containing the same information as the Letters of Consideration or you may forward the emails to terryh@uw.edu or uwbstatf@uw.edu.

36. Upload Facilities' Letter of Consideration

37. What have you done to address Facility's concerns?

n/a

38. Upload IT's Letter of Consideration

39. What have you done to address IT's concerns?

n/a

40. Upload Fiscal & Audit Service's Letter of Consideration
41. What have you done to address Fiscal & Audit Service's concerns?

n/a

42. Is there anything else you want the committee to consider as part of your application?


43. Are there any extra files you would like to submit with the application?
Student Technology Fee Request For 20-21 Funding Cycle

About the Student Technology Fee

The UW Bothell Student Technology Fee Committee defines technology as enhancing and improving the quality of student learning through technology services and equipment such as (but not limited to):

• Electronics (ie. Televisions, computers, VCR/DVD player, cameras, etc.)
• Software
• Computing systems
• Mechanical engineering (dealing with machines)

Things to Note

• Funding decisions will be based on the benefits provided to the student body.
• The UW Bothell Student Technology Fee Committee will not fund equipment that is required for course instruction.
• Immediate exclusions that will not be funded: furniture, consumable equipment or recurring maintenance, salaries for full-time or part-time staff or students, or wireless networking beyond the University’s central deployment.

Infrastructure

The Student Technology Fee Committee will fund initial infrastructure costs (that aid in supporting the technology) from the wall out. Wall mounts and cable installations are examples of infrastructure that would be funded by the committee. There are certain infrastructure costs that the STFC will not fund, such as core drilling or livening ports.

Insurance Disclaimer

Most tangible items over $2,000 with a useful life of one year or more are considered equipment. Insurance is required for these items and is not fundable by the STFC, even if the items are.

Proposal Requirements

Proposals must:
1. Show that the primary benefit is to students
2. Include a summary of student input
3. Provide a long-term plan for operation
4. Address issues of student access

Final Notes

If you are unsure if your application will qualify based on the definitions of Infrastructure and Technology, we still would encourage you to submit the application. We also recommend that you refer to our bylaws prior to submitting the application.

Please use this worksheet to prepare your proposals. All proposals will need a signed copy of the “Letter of Consideration” for both IT and Facilities. STFC suggests that proposals be reviewed by Dan Sullivan of Facility Services (2-3777; sullid@uw.edu), Adri MacArthur of IT(sanchea2@uw.edu) and Megan DeVeau of Fiscal & Audit Services (goodem@uw.edu) before being submitted. We recommend that you give these departments two weeks to review your proposal before you submit your application.
1. Proposal Title *
New Milling Machine for Discovery Hall Machine Shop

2. Shortened/Abbreviated Proposal Title (this is just for making it easier to organize the files)
DISC Mill

3. Contact Person *
Jacob Roth

4. Email *
jzroth@uw.edu

5. Phone
4253525177
Managing the machine shop is my responsibility as the ME Lab Coordinator, so I’m submitting this proposal to improve the shop. The shop exists primarily for student use, however.
11. Name of Staff/Faculty Contact Person from department *

Jacob Roth

12. What kind of support will you be receiving from this department? Check all that apply (It's best if you have a plan for all of these): *

- Management of the item(s)
- Maintenance of the item(s)
- Security of the item(s)
- Replacement of the item(s) in the event that it is stolen or broken
- Cleaning of the item(s)
- Moving the item(s)
- Receiving, storage and surplus of the item(s)

13. What is the department's plan for overseeing and maintaining the requested technology? *

The ME Lab Coordinator (me) will perform routine user-service tasks such as oil changes and inspect the machine for any abnormal wear. The ME department will also periodically (every few years) bring in a professional repair technician for preventative maintenance. The department has access to an equipment repair fund for such expenditures.

14. Please submit a letter of confirmation recognizing the responsibility that the department is taking on from the Dean/Director. You can find the form here:

https://drive.google.com/file/d/1dhUlGU5dq2BDkcKMTv-F4-Aint01LaVt/view?usp=sharing
15. Is this proposal being resubmitted after being previously declined? *

- Yes
- No

16. Is this a request for the long-term account?
(Long-term funds granted must be used within three years)

- Yes
- No

17. Request Submitter has read and understands the STF guidelines
(https://www.uwb.edu/studentaffairs/stfc) *

- Yes

18. Required Consultation *

In order to ensure that equipment funded by the STF is properly maintained and overseen, it is required to be owned by a relevant UWB department or school. Before submitting this proposal, you must consult with the director or dean of a relevant UWB department or school which will take ownership of the equipment/items if funded. For example, IT check-out equipment should be endorsed by UWBIT, equipment installed in the library should be endorsed by the library, etc.

- Yes, I have consulted with a Director or Dean of a Program or School that will be responsible for housing and supporting the proposed technologies.

19. Name of Director or Dean *

Leslie Cornick
20. Phone Number

21. Email *
lcornick@uw.edu

22. Level of Access for Technologies Requested

- No Restriction: Resource may be used by all UW students. A UW NetID may be required for use.
- Registration Restriction: Resource may be used by all UW students once registered with the resource owner. Note that registration is not an application and may not be denied.
- Appointment Restriction: Resource may be used by all UW students by appointment with the resource owner.
- Priority Restriction: Resource may be used by all UW students, but certain students receive priority or are exempted from registration or appointment requirements.
- Restricted Resource: Resource use is restricted to certain students or an application is required for use.

23. If the level of access is not “No Restriction”, explain why, and what benefit there is in restricting access to the technology:

The milling machine and surrounding machine shop are inherently dangerous tools. All students, regardless of degree program, must have some form of safety training before they access the machine shop. This training can be administered by the ME Lab Coordinator (me) or by the professor in charge of machining studies (currently Prof. Bill Anderson). Appointments are required because student use of machines like these must be supervised by a UWB employee at all times.
24. Detailed Description *
Describe the proposal in detail.

We are proposing to buy a new Clausing 3VS08 milling machine for the machine shop in Discovery Hall 270. This would replace our current Grizzly mill, which is rapidly becoming unusable (see #25 below). The new mill we are proposing is of much better construction and design; it is expected to last 20 to 30 years at UWB.

It has several important features that our current mill lacks – power feed on both horizontal axes and an automatic drawbar. These features both make milling more efficient and make the mill easier to use for students with certain physical disabilities. Finally, the new mill will be far more similar to modern milling machines used in industry, enhancing the educational value of our shop (See #27 below).

25. Resources Currently Available at UWB *
Describe/list the resources currently available on campus which are relevant/similar to the proposal.

The Discovery Hall Machine Shop (DISC-270A) currently has an old milling machine that was purchased via the 2014-2015 STF Proposal titled “Engineering Shop Equipment”. This very cheap “Grizzly” mill was purchased in order to stretch our limited budget at that time. After 6 years of productive use, this old milling machine is now reaching the end of its service life. It is beginning to break down in ways that we can’t fix, and a completely unrecoverable breakdown seems imminent. Because of this, I’m submitting this STF proposal to replace it with a brand new, high-quality mill from a reputable brand that should serve UWB students well for decades.

26. Preexisting Resources Required by Proposal *
Describe/list the resources will be required for the proposal.

We will make use of the existing machine shop’s hand tools and electrical infrastructure to run the new Clausing mill. We will send the old mill away to surplus and put the new mill in the same spot.

27. Benefits to Educational Experience of Students *
Describe how the proposal would benefit students’ education.

The Discovery Hall shop is an important resource for teaching, research, and extracurricular learning. Students not only learn about machining here, they also fabricate parts for research and robotics clubs. These experiences make engineering students into better engineers and allow students of other disciplines to benefit from custom metal parts in their projects. Keeping the shop up to date with a modern milling machine will ensure that we can continue to provide these benefits for many years.
The Discovery Hall Machine Shop is a resource for all UWB and Cascadia students, regardless of degree plan. To ensure it is used safely, we require that all students complete safety training and work while supervised by an employee (see #23 above).

As soon as STF funding is approved, I will take the quote for the mill to the purchasing department. Once purchased, the mill may take several weeks to arrive. I will use this time to clear out a path for inside delivery and to remove the old mill. Once the mill is in place, all that remains is the electrical connection, to be done by UWB facilities.

Numerous faculty in the ME department have been asking me when we're going to get a new milling machine for student use. I have discussed our specific installation plans for this new mill with ME professor Bill Anderson, who is the department's primary point of contact with the machine shop.

The ME department will care for this machine for its entire operational life. In several years' time, the entire machine shop will be moved to the upcoming STEM4 building and expanded, but it will still be accessible to students in the same way.
32. Indications for Student Support *

Include a description of why you believe the student body would support this proposal. This could come in the form of student testimonials, surveys, previous usage data, anecdotes, etc.

“The current mill is a Grizzly model mill. Which is fine for hobbyists and weekend woodworkers. I personally have used this mill to help create fixtures for chemical analysis for the chemistry department of UWB. The current mill while adequate for teaching does not provide the industry level experience that the UWB mechanical engineering department prides itself on ... Purchasing a new mill would be an investment into the research part of UWB allowing students to partner with faculty from other disciplines as I have. Fostering a more interconnected community working together to further the research provided by the University.”
-Cole Tobiasen, Mechanical Engineering student.

“Obviously we need more machining tools because of the growing students in the major.... Right now the biggest issue is the limited amount of machine tools and the limited amount of time to use them.”
-Anonymous student feedback from BME 345 - Machining Fundamentals.

“This quarter it seemed many people were waiting to use the mill at the same time and had to wait around a lot.”
-More anonymous student feedback.

“I believe that funding a new milling machine for the ME Lab at UW Bothell is important for a variety of reasons. First, it provides a way for students to become familiar with an important manufacturing process in industrial applications including understanding tolerancing and limits for part design. Second, it provides a very useful tool for students who are working on capstone projects, club projects, or even personal projects to help their growth as an engineer. Having a good mill will ensure that the projects UW Bothell students produce will be of a higher quality, leading to being able to build a better portfolio of work to show to prospective employers.”
-Cali Russo, member of the TrickFire Robotics club.

"I'm a member of both clubs, and I think they'd both be thrilled about it, especially TrickFire, which has a high volume of custom machined parts."
-Geoffrey Powell-Isom, speaking of the TrickFire and HackRover student robotics clubs

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Budget Worksheet

Please use the template attached here: https://drive.google.com/file/d/1UrNKB_CJgYu4cc0KmK-rPgC0SR-AQWN/view?usp=sharing

Please include: delivery fees, installation costs, tax, and other potential expenses. This budget must be accurate and not estimated, as the STF Committee cannot approve expenses above the line item totals listed in this budget.

Please include item descriptions sufficiently detailed that the exact item can be found by its description if at all possible.

If additional space is required, a spreadsheet with the required information may be attached in lieu of the above worksheet.
33. Submit budget here

34. Total dollar amount requested (including tax) *

29964.62

35. If there are any warranties for items in your application, what do they cover?

The Clausing mill has a one year warranty to support any breakdowns.

Letters of Consideration and Comments

Please use the attached template that can be found here for facilities:
https://drive.google.com/file/d/1JRXP5ub4fF1GTlmq3KDXeePbZVWy97EV/view?usp=sharing
Please use the attached template that can be found here for IT:
https://drive.google.com/file/d/1k8FXgxhbFRQ4k8PXnxksr2FYMz0xeiyU/view?usp=sharing
Please use the attached template that can be found here for Fiscal and Audit Services:
https://drive.google.com/file/d/1JDP7mooO3lwYZC3A0qcmtq3CirFzZ/view?usp=sharing

STFC suggests that proposals be reviewed by Dan Sullivan of Facility Services (2-3777; sullid@uw.edu), Adri MacArthur of IT (sanchea2@uw.edu) and Megan DeVeau of Fiscal & Audit Services (goodem@uw.edu) before being submitted. We recommend that you give these departments two weeks to review your proposal before you submit your application.

Because the campus is closed you may either upload screen shots of emails containing the same information as the Letters of Consideration or you may forward the emails to terryh@uw.edu or uwbstf@uw.edu.

36. Upload Facilities' Letter of Consideration

37. What have you done to address Facility's concerns?

I met with Dan Sullivan from UWB facilities and a UWB electrician. We discussed the logistics of installing the mill, and removing the old one. I added the fees for the help I'll need from Facilities to the cost of this project.
39. What have you done to address IT's concerns?
(they had none)

40. Upload Fiscal & Audit Service's Letter of Consideration

41. What have you done to address Fiscal & Audit Service's concerns?
I updated the budget worksheet to include tax.

I have been conducting a competitive bid process as per University requirements. This has included getting a quote from a certified minority owned business, North Western Machinery. (No certified women owned businesses that sell this kind of equipment could be found in the OMWBE database.)

42. Is there anything else you want the committee to consider as part of your application?
$30k may seem like a steep price tag, but it's for an equipment purchase that will benefit decades of UWB students. Myself and any future ME Lab Coordinators in the department will ensure that it stays maintained and available for its entire service life.

43. Are there any extra files you would like to submit with the application?

This form was created inside of UW.
Student Technology Fee Request For 20-21 Funding Cycle

About the Student Technology Fee

The UW Bothell Student Technology Fee Committee defines technology as enhancing and improving the quality of student learning through technology services and equipment such as (but not limited to):

- Electronics (ie. Televisions, computers, VCR/DVD player, cameras, etc.)
- Software
- Computing systems
- Mechanical engineering (dealing with machines)

Things to Note

- Funding decisions will be based on the benefits provided to the student body.
- The UW Bothell Student Technology Fee Committee will not fund equipment that is required for course instruction.
- Immediate exclusions that will not be funded: furniture, consumable equipment or recurring maintenance, salaries for full-time or part-time staff or students, or wireless networking beyond the University’s central deployment.

Infrastructure

The Student Technology Fee Committee will fund initial infrastructure costs (that aid in supporting the technology) from the wall out. Wall mounts and cable installations are examples of infrastructure that would be funded by the committee. There are certain infrastructure costs that the STFC will not fund, such as core drilling or livening ports.

Insurance Disclaimer

Most tangible items over $2,000 with a useful life of one year or more are considered equipment. Insurance is required for these items and is not fundable by the STFC, even if the items are.

Proposal Requirements

Proposals must:
1. Show that the primary benefit is to students
2. Include a summary of student input
3. Provide a long-term plan for operation
4. Address issues of student access

Final Notes

If you are unsure if your application will qualify based on the definitions of Infrastructure and Technology, we still would encourage you to submit the application. We also recommend that you refer to our bylaws prior to submitting the application.

Please use this worksheet to prepare your proposals. All proposals will need a signed copy of the "Letter of Consideration" for both IT and Facilities. STFC suggests that proposals be reviewed by Dan Sullivan of Facility Services (2-3777; sullid@uw.edu), Adri MacArthur of IT(sanchea2@uw.edu) and Megan DeVeau of Fiscal & Audit Services (goodem@uw.edu) before being submitted. We recommend that you give these departments two weeks to review your proposal before you submit your application.
Email address *
mcool4@uw.edu

1. Proposal Title *
ARC- Student CPR Training Supplies

2. Shortened/Abbreviated Proposal Title (this is just for making it easier to organize the files)
ARC-CPR

3. Contact Person *
Matthew Cooley

4. Email *
mcool4@uw.edu

5. Phone
4253523686
This proposal was initiated by professional staff as we train and work alongside students. The professional staff sees an opportunity to better serve students within the ARC and on campus.

8. If it's not student initiated, explain why here

This proposal was initiated by professional staff as we train and work alongside students. The professional staff sees an opportunity to better serve students within the ARC and on campus.

9. Limited to UW Bothell students? (For example can Cascadia students use the resources from this proposal)

Yes

No

10. Which department will house and support the equipment?

ARC-Programming
11. Name of Staff/Faculty Contact Person from department *

Matthew Cooley

12. What kind of support will you be receiving from this department? Check all that apply (It's best if you have a plan for all of these): *

- Management of the item(s)
- Maintenance of the item(s)
- Security of the item(s)
- Replacement of the item(s) in the event that it is stolen or broken
- Cleaning of the item(s)
- Moving the item(s)
- Receiving, storage and surplus of the item(s)

13. What is the department's plan for overseeing and maintaining the requested technology? *

Items will be incorporated with the ARC programs operational budget

14. Please submit a letter of confirmation recognizing the responsibility that the department is taking on from the Dean/Director. You can find the form here:

https://drive.google.com/file/d/1dhUlGU5dq2BDkcKMTv-F4-Aint01LaVt/view?usp=sharing
15. Is this proposal being resubmitted after being previously declined? *

- Yes
- No

16. Is this a request for the long-term account?
   (Long-term funds granted must be used within three years)

- Yes
- No

17. RequestSubmitter has read and understands the STF guidelines
   (https://www.uwb.edu/studentaffairs/stfc) *

- Yes

18. Required Consultation *
   In order to ensure that equipment funded by the STF is properly maintained and overseen, it is required to be owned by a relevant UWB department or school. Before submitting this proposal, you must consult with the director or dean of a relevant UWB department or school which will take ownership of the equipment/items if funded. For example, IT check-out equipment should be endorsed by UWBIT, equipment installed in the library should be endorsed by the library, etc.

- Yes, I have consulted with a Director or Dean of a Program or School that will be responsible for housing and supporting the proposed technologies.

19. Name of Director or Dean *

Madison Collins
20. Phone Number
425-352-5041

21. Email *
Mcolli5@uw.edu

22. Level of Access for Technologies Requested

- No Restriction: Resource may be used by all UW students. A UW NetID may be required for use.
- Registration Restriction: Resource may be used by all UW students once registered with the resource owner. Note that registration is not an application and may not be denied.
- Appointment Restriction: Resource may be used by all UW students by appointment with the resource owner.
- Priority Restriction: Resource may be used by all UW students, but certain students receive priority or are exempted from registration or appointment requirements.
- Restricted Resource: Resource use is restricted to certain students or an application is required for use.

23. If the level of access is not “No Restriction”, explain why, and what benefit there is in restricting access to the technology:

n/a
### 24. Detailed Description *
Describe the proposal in detail.

The ARC programming dept is asking for $7973.74 to purchase state of the art CPR manikins and AEDs to be used for CPR/First aid/ AED Training. Training for life saving events is essential for operations of the ARC programs and building and having equipment that replicates a real life as possible is key. Currently the ARC is using hard plastic manikins that do not look or feel like reality and also do not mimic the correct operations of how to save a life. The ARC programming dept believes that if such manikins and practice AED's are acquired the student staff will feel more confident and comfortable with responding to emergency situations as they arise. Not only do these training benefits the arc programs and operations, it also trickles down to campus. These are UWB college students who also will be inside of classrooms, event spaces, lounges. These students have a skill set similar to campus safety, thus being able to be first responders for when emergencies arise. The ARCs hope is to also build out our CPR classes to allow us to offer classes for the greater UWB student community. The Manikins that we are asking for have state of the art which include LED lights that represents blood flow when giving CPR correctly, thus allowing the trainees to get as much as a real life feel as possible.

### 25. Resources Currently Available at UWB *
Describe/list the resources currently available on campus which are relevant/similar to the proposal.

Currently the ARC has hard plastic manikins that do not mimic real life situations. The arc also has AED training devices that too also do not mimic current AED's. The current supplies have been with UWB prior to 2015, thus making it outdated.

### 26. Preexisting Resources Required by Proposal *
Describe/list the resources will be required for the proposal.

n/a

### 27. Benefits to Educational Experience of Students *
Describe how the proposal would benefit students' education.

LED lights will allow students to quickly identify if they are correctly displaying the CPR and First Aid skills. The manikin skin, body frame, and consistency is similar to human specifications so the process feels more realistic thus making training more effective. Additionally, students will learn life saving skills that can be used outside of their employment location.
28. Availability for Student Use *
Describe the availability of the proposed technologies for student use.

Will be available to current ARC student employees with the anticipated hope to provide classes to the overall student campus community.

29. Installation and Implementation Timeline and Plan *
Provide a timeline in which the proposed technologies would be installed and implemented.

It would be great to have manikins purchased for the upcoming academic year 2021-2022.

30. Supporting Department Endorsement *
Demonstrate endorsement of the proposal by the supporting department listed above.

This proposal is supported by the ARC Department.

31. Long-Term Operation Plan and Department Support *
Any long term maintenance, addition of parts, cleaning supplies will be provided by the ARC programming budget.

32. Indications for Student Support *
Include a description of why you believe the student body would support this proposal. This could come in the form of student testimonials, surveys, previous usage data, anecdotes, etc.

Matthew Cooley and Jasmine Chatten are the ARC current CPR instructors who have taught several classes since 2017 which estimates to about 100 arc employees. After each class we constantly hear feedback from our students that the manikins do not look real, the hard plastic does not mimic reality and how it would be great to have better up to date training equipment.
Budget Worksheet
Please use the template attached here: https://drive.google.com/file/d/1UrNKB_CJgYu4cc0QKmK-rPqC0SR-AQWN/view?usp=sharing

Please include: delivery fees, installation costs, tax, and other potential expenses. This budget must be accurate and not estimated, as the STF Committee cannot approve expenses above the line item totals listed in this budget.

Please include item descriptions sufficiently detailed that the exact item can be found by its description if at all possible.

If additional space is required, a spreadsheet with the required information may be attached in lieu of the above worksheet.

33. Submit budget here

34. Total dollar amount requested (including tax) *

7973.74

35. If there are any warranties for items in your application, what do they cover?

American Red Cross AED training devices have a 12-month warranty.

Letters of Consideration and Comments
Please use the attached template that can be found here for facilities:
https://drive.google.com/file/d/1JRXP5ub4qFJGtIq3KDXePbZv97EV/view?usp=sharing
Please use the attached template that can be found here for IT:
https://drive.google.com/file/d/1k8FXgxbFRQ4k8PXnkrs3FYMz0xeIUY/view?usp=sharing
Please use the attached template that can be found here for Fiscal and Audit Services:
https://drive.google.com/file/d/1JDP7mgoO3lwYZC3A0pcmi-dg3CirFzZ/view?usp=sharing

STFC suggests that proposals be reviewed by Dan Sullivan of Facility Services (2-3777; sullid@uw.edu), Adri MacArthur of IT(sanchea2@uw.edu) and Megan DeVeau of Fiscal & Audit Services (goodem@uw.edu) before being submitted. We recommend that you give these departments two weeks to review your proposal before you submit your application.

Because the campus is closed you may either upload screen shots of emails containing the same information as the Letters of Consideration or you may forward the emails to terryh@uw.edu or uwbstf@uw.edu.

36. Upload Facilities' Letter of Consideration
No facility concerns

38. Upload IT’s Letter of Consideration

No IT concerns

39. What have you done to address IT’s concerns?

40. Upload Fiscal & Audit Service’s Letter of Consideration

No fiscal/ audit concerns

41. What have you done to address Fiscal & Audit Service’s concerns?

This would greatly impact our ARC student employees and the UWB community. The ARC hires ~60 students a year, most of which are UWB students. The ability to train 60 students a year with CPR and then have those students on campus, in classes creates a safer campus environment.

42. Is there anything else you want the committee to consider as part of your application?

43. Are there any extra files you would like to submit with the application?

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